Electronic Tariff Filing System (ETFS)
User's Manual

October 2002

Version 1.3

Contract Number CON01000009
Task 2001-50

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REVISION HISTORY

Revision	Date	Changes
1.2	6/02	Format and screen changes.

Table of Contents

REVISION HISTORY ..... **I**

TABLE OF CONTENTS ..... **II**

LIST OF FIGURES ..... **IV**

1 INTRODUCTION **1**

1.1 PURPOSE 1
1.2 SYSTEM OVERVIEW 1
1.3 ACCESSING ETFS 1
1.4 DOCUMENT REFERENCES 2

2 LOCAL INCUMBENT EXCHANGE CARRIERS (ILEC) **3**

2.1 PREPARING TARIFF DOCUMENTS FOR FILING 8
2.1.1 Providing Necessary FRN for All Filing Parties *8*
2.1.1.1 You are an LEC filing on your own behalf 8
2.1.1.2 You are filing on behalf of one or more ILEC's 8
2.1.2 Selecting the Type of Filing *16*
2.1.2.1 Amended Transmittal Number 17
2.1.2.2 Application for Special Permission 18
2.1.2.3 Application for Review or Petition for Reconsideration 19
2.1.2.4 Complete Base Tariff 20
2.1.2.5 Petition for Declaratory Ruling 21
2.1.2.6 Petition for Pricing Flexibility 27
2.1.2.7 Petition for Waiver 33
2.1.2.8 Petition/Comment Against a Tariff 39
2.1.2.9 Reply to a Petition or Comment Against a Tariff Filing 44
2.1.2.10 Revised Tariff 46
2.1.2.11 Tariff Review Plan (TRP) 48
2.2 CREATING NEW TARIFFS 49
2.3 ATTACHING FILES 51
2.4 SUBMITTING THE FILING 55
2.5 PREPARING AN ELECTRONIC FORM 159 FOR YOUR FEEABLE FILING 56
2.6 BROWSE FILED TARIFF DOCUMENTS 58
2.7 SEARCH FILED TARIFF DOCUMENTS 62
2.7.1 Searching by Filing Type *62*
2.7.2 Searching by Filing Date *63*
2.7.3 Searching by ILEC *63*
2.7.4 Ordering the Results *65*

3 PUBLIC USERS **68**

3.1 PREPARING COMMENTS AND PETITIONS FOR FILING 70
3.1.1 Providing Necessary Contact Information *70*
3.1.2 Providing Necessary FRN for All Filing Parties *73*
3.1.2.1 Uploading the FRN list as a text file 74
3.1.2.2 Entering the FRN list directly into the form 77
3.1.3 Selecting the Type of Filing *80*
3.1.3.1 Application for Review/Reconsideration 81
3.1.3.2 Petition for Declaratory Ruling 82
3.1.3.3 Petition for Pricing Flexibility 88
3.1.3.4 Petition for Waiver 94
3.1.3.5 Petition/Comment Against Other Documents 100
3.1.3.6 Petition/Comment Against a Tariff 104

3.2 ATTACHING FILES 109
3.3 SUBMITTING THE FILING 112

4 TROUBLESHOOTING 114

5 GLOSSARY 115

6 APPENDIX: WHAT YOU NEED TO USE THE ELECTRONIC TARIFF FILING SYSTEM 116

6.1 THE WORLD WIDE WEB 116
6.2 INTERNET SERVICE PROVIDERS (ISPS) 116
6.3 USING ONLINE INTERACTIVE FORMS 117
6.3.1 Links 118
6.3.2 Buttons 118
6.3.3 Text fields 118
6.3.4 Drop-Down menus 119
6.3.5 Radio buttons 119
6.3.6 Check boxes 119
6.4 USING A BROWSER 121
6.5 DOWNLOADING NETSCAPE NAVIGATOR 122
6.6 DOWNLOADING ADOBE ACROBAT READER 122

List of Figures

Figure 3-1 ETFS Welcome Screen 3
Figure 3-2 Login Screen 4
Figure 3-3 Invalid FRN Screen 5
Figure 3-4 Main Menu Screen 6
Figure 3-5 Current Date/Time Screen 7
Figure 3-6 Electronic Filing of Tariff Information Screen 8
Figure 3-7 FRN Selection/Entry Screen 9
Figure 3-8 FRN File Upload Screen 10
Figure 3-9 File Upload Status Screen 12
Figure 3-10 Submitted FRNs Status Screen 13
Figure 3-11 Submitted FRNs Confirmation Screen 15
Figure 3-12 Electronic Filing Pop-up Menu Screen 16
Figure 3-13 Amended Transmittal Number Screen 17
Figure 3-14 Application for Special Permission Screen 18
Figure 3-15 Application for Review or Petition for Reconsideration Screen 19
Figure 3-16 Complete Base Tariff Screen 20
Figure 3-17 Petition for Declaratory Ruling Screen 21
Figure 3-18 Petition for Declaratory Ruling – No Tariffs Screen 22
Figure 3-19 Petition for Declaratory Ruling – One Carrier Screen 23
Figure 3-20 Petition for Declaratory Ruling – One Carrier Screen 2 24
Figure 3-21 Petition for Declaratory Ruling – Multiple Carriers Screen 25
Figure 3-22 Petition for Declaratory Ruling – Multiple Carriers Screen 2 26
Figure 3-23 Petition for Pricing Flexibility Screen 27
Figure 3-24 Petition for Pricing Flexibility – No Tariffs Screen 28
Figure 3-25 Petition for Pricing Flexibility – One Carrier Screen 29
Figure 3-26 Petition for Pricing Flexibility – One Carrier Screen 2 30
Figure 3-27 Petition for Pricing Flexibility – Multiple Carriers Screen 31
Figure 3-28 Petition for Pricing Flexibility – Multiple Carriers Screen 2 32
Figure 3-29 Petition for Waiver Screen 33
Figure 3-30 Petition for Waiver – No Tariffs 34
Figure 3-31 Petition for Waiver – One Carrier Screen 35
Figure 3-32 Petition for Waiver – One Carrier Screen 2 36
Figure 3-33 Petition for Waiver – Multiple Carriers Screen 37
Figure 3-34 Petition for Waiver – Multiple Carriers Screen 2 38
Figure 3-35 Petition or Comment Against a Tariff Screen 39
Figure 3-36 Petition or Comment Against a Tariff – One Carrier Screen 40
Figure 3-37 Petition or Comment Against a Tariff – One Carrier Screen 2 41
Figure 3-38 Petition or Comment Against a Tariff – Multiple Carriers Screen 42
Figure 3-39 Petition or Comment Against a Tariff – Multiple Carriers Screen 2 43
Figure 3-40 Reply to a Petition or Comment Against a Tariff Screen 44
Figure 3-41 Reply to a Petition or Comment Against a Tariff Screen 2 45
Figure 3-42 Revised Tariff Screen 46
Figure 3-43 Revised Tariff Screen 2 47

Figure 3-44 Tariff Review Plan Screen.....48
Figure 3-45 Tariff Submission - Create New Tariffs Screen.....49
Figure 3-46 Tariff Submission Screen 2.....50
Figure 3-47 File a Submission – Attaching Files Screen.....51
Figure 3-48 Tariff Submission – File Upload Response Screen.....52
Figure 3-49 Attachment Inventory Management Screen.....53
Figure 3-50 Electronic Filing Receipt Screen.....55
Figure 3-51 Browse Filed Tariff Screen.....58
Figure 3-52 Browse Filed Tariff Screen 2.....59
Figure 3-53 PDF Files for Public Viewing Screen.....60
Figure 3-54 Search by Filing Type Screen.....62
Figure 3-55 Search by Filing Date Screen.....63
Figure 3-56 Search by ILEC Screen.....63
Figure 3-57 Search by Tariff/Transmittal Number Screen.....64
Figure 3-58 Search by Results Screen.....65
Figure 3-59 Files Available for Public Viewing Screen.....66
Figure 4-1 ETFS Welcome Screen (Public Users).....68
Figure 4-2 Main Menu Screen (Public Users).....69
Figure 4-3 Contact Information Screen.....70
Figure 4-4 Contact Information Screen (for Company).....71
Figure 4-5 Contact Information Screen (for Yourself).....72
Figure 4-6 Type of Filing of Tariff Information Screen.....73
Figure 4-7 FRN File Upload Screen.....74
Figure 4-8 File Upload Status Screen.....76
Figure 4-9 Submitted FRNs Status Screen (Received).....77
Figure 4-10 Submitted FRNs Status Screen (Accepted).....79
Figure 4-11 Electronic Filing Pop-up Menu Screen (Public Users).....80
Figure 4-12 Application for Review/Reconsideration Screen.....81
Figure 4-13 Petition for Declaratory Ruling Screen.....82
Figure 4-14 Petition for Declaratory Ruling – No Tariffs Screen.....83
Figure 4-15 Petition for Declaratory Ruling – Tariffs from One Carrier Screen.....84
Figure 4-16 Petition for Declaratory Ruling – Tariffs from One Carrier Screen 2.....85
Figure 4-17 Petition for Declaratory Ruling – Tariffs from Multiple Carriers Screen.....86
Figure 4-18 Petition for Declaratory Ruling – Multiple Carriers Screen 2.....87
Figure 4-19 Petition for Pricing Flexibility Screen.....88
Figure 4-20 Petition for Pricing Flexibility – No Tariffs Screen.....89
Figure 4-21 Petition for Pricing Flexibility – One Carrier Screen.....90
Figure 4-22 Petition for Pricing Flexibility – One Carrier Screen 2.....91
Figure 4-23 Petition for Pricing Flexibility – Multiple Carriers Screen.....92
Figure 4-24 Petition for Pricing Flexibility – Multiple Carriers Screen 2.....93
Figure 4-25 Petition for Waiver Screen.....94
Figure 4-26 Petition for Waiver – No Tariffs Screen.....95
Figure 4-27 Petition for Waiver – One Carrier Screen.....96
Figure 4-28 Petition for Waiver – One Carrier Screen 2.....97
Figure 4-29 Petition for Waiver – Multiple Carriers Screen.....98
Figure 4-30 Petition for Waiver – Multiple Carriers Screen 2.....99

Figure 4-31 Petition/Comment Against Other Documents Screen 100
Figure 4-32 Petition/Comment Against Other Documents Screen 2 101
Figure 4-33 Petition/Comment Against Other Documents – One Carrier Screen 102
Figure 4-34 Petition/Comment Against Other Documents – One Carrier Screen 2 103
Figure 4-35 Petition/Comment Against a Tariff Screen 104
Figure 4-36 Petition/Comment Against a Tariff – One Carrier Screen 105
Figure 4-37 Petition/Comment Against a Tariff – One Carrier Screen 2 106
Figure 4-38 Petition/Comment Against a Tariff – Multiple Carriers Screen 107
Figure 4-39 Petition/Comment Against a Tariff – Multiple Carriers Screen 2 108
Figure 4-40 File a Submission - Attaching Files Screen 109
Figure 4-41 File Upload Response Screen 110
Figure 4-42 Attachment Inventory Screen 111
Figure 4-43 Electronic Filing Receipt Screen 112

1 INTRODUCTION

1.1 Purpose

The Electronic Tariff Filing System (ETFS) was created to streamline the work of the Common Carrier Bureau (CCB) by allowing Local Incumbent Exchange Carriers (ILECs) and members of the public to file tariffs, comments, documents, and petitions electronically. ETFS also permits the ILECs and the public to search through the tariff filings and associated information across the Internet.

1.2 System Overview

This system reduces the filing burden on the ILECs by providing an efficient and inexpensive alternative to preparing, submitting, and maintaining paper records. ETFS has two advantages over traditional record-keeping formats:

? Electronic documents are easier to store and retrieve than paper records. Not only can a small computerized storage device take the place of several large filing cabinets, but electronic filing programs can access, sort, and display many records in the time it would take to physically retrieve one paper file.

? Electronic documents can be sent instantly and securely through the Internet. All forms of delivering paper documents have a built-in delay from the time the document is sent and the time it is received. This delay can extend from several hours through several days. Documents sent electronically arrive at their destination within minutes. ETFS processes submissions equally quickly; the non-confidential tariff filings and associated information entered into the system are available for public viewing a few minutes after the documents are received.

The public also benefits in several ways:

? ETFS makes tariff filings and associated information available at any time to anyone who has access to browser software.

? ETFS provides non-confidential documents to the public almost immediately after they are filed.

1.3 Accessing ETFS

To use the ETFS, you need to have access to the World Wide Web and be familiar with browser software and interactive forms. If you are not familiar with using the Web, see Section 6.1 “The World Wide Web.”

The ETFS Information phone line is (202) 418-7700.

1.4 Document References

? ETFS User's Manual, Version 1.2
? ETFS Administration Module

2 LOCAL INCUMBENT EXCHANGE CARRIERS (ILEC)

This section describes the functions you can perform as a Local Incumbent Exchange Carrier (ILEC). If you are interested in the functions that the general public can perform, see Section 3.

To provide greater access, ETFS has two URLs available. To enter the Electronic Tariff Filing System (ETFS) as an ILEC, open either URL listed below:

```
     http://svartifoss2.fcc.gov/prod/ccb/etfs
or   http://gullfoss2.fcc.gov/prod/ccb/etfs
```

A screen similar to the following will appear.

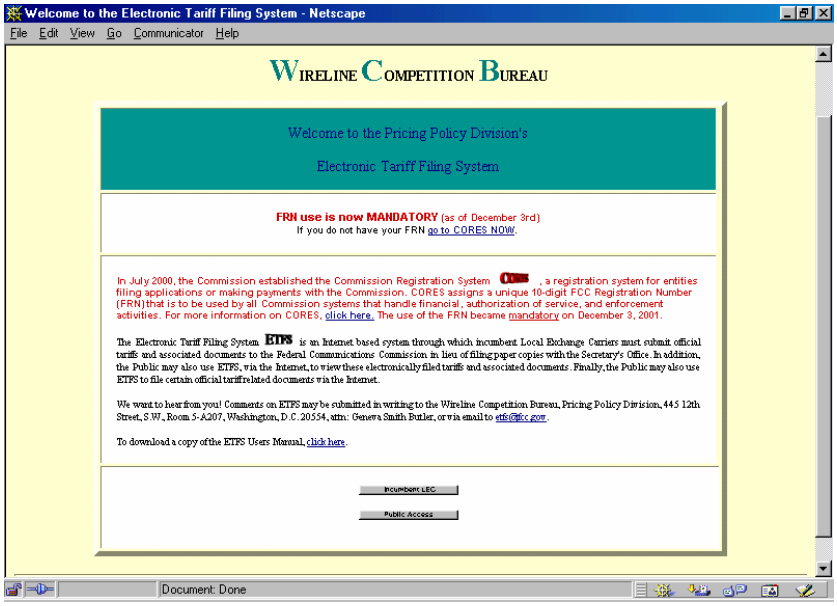


Figure 2-1 ETFS Welcome Screen

Click the "Incumbent LEC" button. You will be asked to type in the login ID and password for the ILEC.

Figure 2-2 Login Screen

The Login ID and Password are pre-assigned and can be changed only by CCB staff. Contact CCB staff at (202) 418-7700 to learn the appropriate login.

Additionally, as of December 3, 2001 in July 2000, use of FRN is mandatory. The Commission Registration System (CORES) is a registration system for entities filing applications or making payments with the Commission. CORES assigns a unique 10-digit FCC Registration Number (FRN) that will be used by all Commission systems that handle financial, authorization of service, and enforcement activities.

If you do not have an FRN, leave the “FRN” and “FRN Password” fields blank. During the subsequent login process, you will be given the opportunity to enter CORES and obtain an FRN.

After you have entered the information, click “Logon.” If you want to change the information you typed, click the “Reset” button and retype the ID and password. If you have not entered a valid FRN and FRN Password, you will see the following screen:

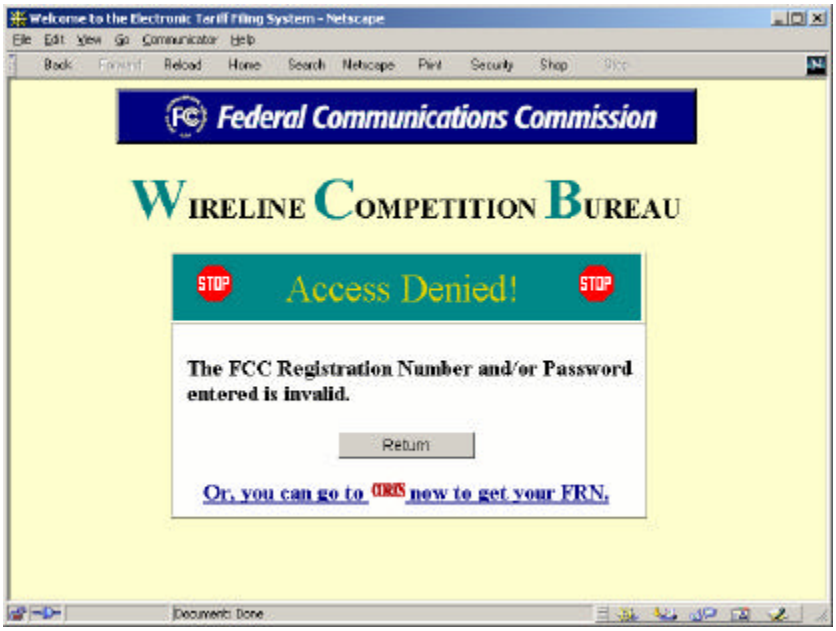


Figure 2-3 Invalid FRN Screen

Simply click on “CORES” and follow the on-screen instructions to get your FRN.

Figure 2-4 Main Menu Screen

The bulletin board on the Electronic Tariff Filing System's Main Menu is used to post timely, short answers and tips to current issues and questions expressed by a large number of users and filers.

More in-depth questions and their answers can be read by pressing the "Frequently Asked Questions" button. If you have a question that is not covered in the FAQs, please call the CCB Staff at (202) 418-7700.

"File Tariff Documents" starts the process for electronically submitting tariff filings and associated information. See Section 2.3 for more information about tariff filings and associated information.

The Electronic Tariff Filing System accepts submissions regardless of whether the Commission is currently open for business. However, all submissions received when the Commission is closed are automatically post-dated to the next business day the Commission is open. If the Commission is currently closed, the "Current Date/Time" section on the Main Menu will display the date to which all submission will be posted dated.

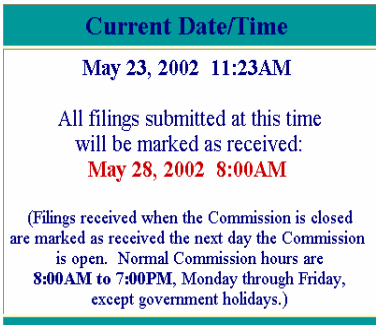


Figure 2-5 Current Date/Time Screen

"Create New Tariffs" allows an ILEC to create an entirely new tariff in the database. See Section 2.2 for more information about creating new tariffs.

"Assign Tariff Titles" allows an ILEC to update the title of a tariff in the database.

Only authorized ILEC users can create tariffs, file associated documents, or update titles.

However, both ILEC-authorized users and members of the public can browse or search the tariff database. "Browse Filed Tariff Documents" lists ILECs and the tariffs they have filed. See Section 2.6 for more information about browsing.

"Search Filed Tariff Documents" searches the database for all documents fitting a user-defined description. See Section 2.7 for more information about searching.

"Frequently Asked Questions" provides answers to questions that often come up.

"Get the ETFS Users Manual" will let the user download this document in PDF format.

2.1 Preparing Tariff Documents for filing

2.1.1 Providing Necessary FRN for All Filing Parties

The Electronic Tariff Filing System (ETFS) needs to know if multiple parties are involved with this filing.

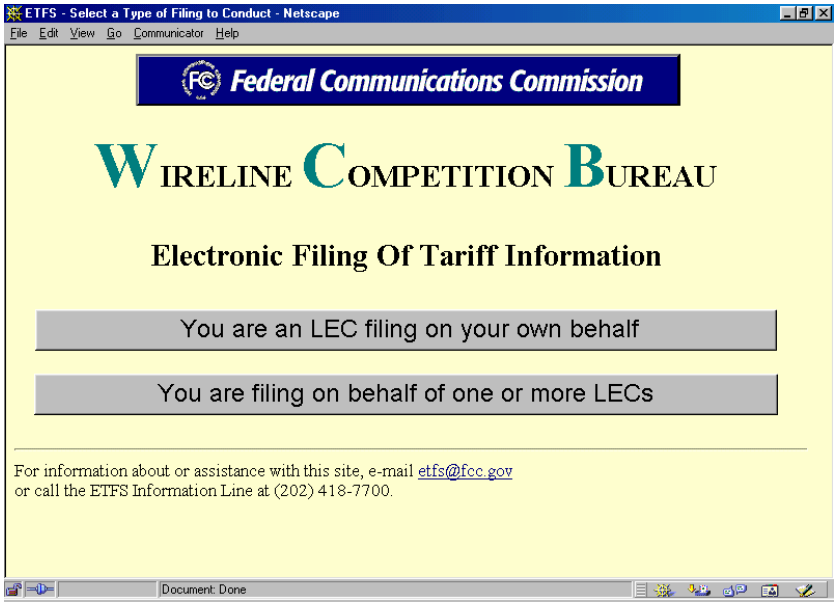


Figure 2-6 Electronic Filing of Tariff Information Screen

2.1.1.1 You are an LEC filing on your own behalf

If you are an LEC filing on your own behalf, then only the FRN provided at login is needed. Clicking this button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 2.1.2).

2.1.1.2 You are filing on behalf of one or more ILEC's

If you are filing on behalf of one or more other entities, then the FRN for each entity associated with the filing must also be included with the submission. All associated FRN's are submitted as a group. This group is given a unique name (provided by the filer). Once an FRN group has been submitted, it can be used in future submissions by

selecting it from a list of the ILEC's previously used FRN groups and clicking the "Use a selected group" button. This will take you to the "Electronic Filing Of Tariff Information" screen (see Section 2.1.2).

Figure 2-7 FRN Selection/Entry Screen

When submitting an FRN group for the first time, enter a unique name for the group (a name that is not already in the list) and click the "Use a new FRN set" button. You will be taken to the following screen to upload a list of FRNs.

Figure 2-8 FRN File Upload Screen

There are two ways to upload the FRN list: create and upload a text file, or enter the FRN list directly into the form.

2.1.1.2.1 Uploading the FRN list as a text file

- Create a file containing every FRN you wish to upload to ETFS using your word processor (Word, Wordperfect, Notepad, etc.). The format of the FRN list file is ten-digit numeric FRNs separated by commas. Any other characters will be ignored. As an illustration, the three files shown at the end of this page will all upload identically.
- Save the new document as a text file.
- Use the browse button on the previous page to find the file you just created.
- Click on the "Upload" Button.

2.1.1.2.1.1 FRN List format examples: All of the following lists will upload the same.

File 1:

0000000001,
0000000012,
0000000123,

0000001234,
0000012345,
0000123456,
0001234567,
0012345678,
0123456789

File 2:

0000-00-0001,
0000-00-0012,
0000-00-0123,
0000-00-1234,
0000-01-2345,
0000-12-3456,
0001-23-4567,
0012-34-5678,
0123-45-6789

File 3:

0000000001, 0000000012, 0000000123, 0000001234, 0000012345,
0000123456, 0001234567, 0012345678, 0123456789

Once the file uploads, you will see the following screen:

Figure 2-9 File Upload Status Screen

Clicking continue confirms the FRN list as a new FRN Group, and you will see the following page:

Figure 2-10 Submitted FRNs Status Screen

Clicking the "Click here to make your filing" button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 2.1.2).

2.1.1.2.2 Entering the FRN list directly into the form

- Create a list of every FRN you wish to enter into ETFS. You may type directly in the text box, or you may cut-and-paste from your word processor (Word, Wordperfect, Notepad, etc.). The format of the FRN list is a ten-digit numeric FRNs separated by commas. Any other characters will be ignored. As an illustration, the three lists shown at the end of this page will all upload identically.

- Click on the "Submit" Button.

2.1.1.2.2.1 FRN List format examples: All of the following lists will upload the same.

File 1:

0000000001,
0000000012,
0000000123,

0000001234,
0000012345,
0000123456,
0001234567,
0012345678,
0123456789,

File 2:

0000-00-0001,
0000-00-0012,
0000-00-0123,
0000-00-1234,
0000-01-2345,
0000-12-3456,
0001-23-4567,
0012-34-5678,
0123-45-6789

File 3:

0000000001, 0000000012, 0000000123, 0000001234, 0000012345,
0000123456, 0001234567, 0012345678, 0123456789

Once the FRN list is accepted as a new FRN Group, you will see the following page:

Figure 2-11 Submitted FRNs Confirmation Screen

Clicking the "Click here to make your filing" button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 2.1.2).

2.1.2 Selecting the Type of Filing

The Electronic Tariff Filing System (ETFS) will next ask you which type of tariff filing or associated document you want to enter into the system.

Figure 2-12 Electronic Filing Pop-up Menu Screen

Use the pop-up menu to choose one of these types of filing:

1. Amended Transmittal Number
2. Application for Special Permission
3. Application for Review or Petition For Reconsideration
4. Complete Base Tariff
5. Petition for Declaratory Ruling
6. Petition for Pricing Flexibility
7. Petition for Waiver
8. Petition or Comment Against a Tariff Filing
9. Reply to a Petition or Comment Against a Tariff Filing
10. Revised Tariff
11. Tariff Review Plan (TRP)

Choose the appropriate filing type and click the “Proceed” button.

2.1.2.1 Amended Transmittal Number

Figure 2-13 Amended Transmittal Number Screen

2.1.2.2 Application for Special Permission

Figure 2-14 Application for Special Permission Screen

ETFS will automatically fill out the Carrier and Filing Date fields, based on the information you entered when you logged on and the current date.

Select the appropriate tariffs by clicking on the check boxes next to each tariff number. You can select more than one tariff. If the tariff you wish to reference is not listed, click the "Add Tariff" button at the bottom of the page. See Section 2.2 for more information on creating tariffs in the system.

Next, type in the number for the application and the rule section to be waived if applicable. Then select the appropriate radio buttons stating whether the document is an amendment and if the filing fee has been mailed. When you have filled in all the information, click the "Submit Form" button. If you want to erase the information, click the "Clear Form" button. If you need assistance, click the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

2.1.2.3 Application for Review or Petition for Reconsideration

Figure 2-15 Application for Review or Petition for Reconsideration Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

To describe the Order you are referencing, type keywords into the text box. You can use a very specific description such as "DA970193" or a very general description such as "MO&O, Kenneth E. Brouten v. AT&T Corp."

Click the "Submit Form" button to send the form to ETFS. Click the "Clear" button to erase the information you have entered. For more assistance, click the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

2.1.2.4 Complete Base Tariff

Figure 2-16 Complete Base Tariff Screen

ETFS will automatically fill out the Carrier and Filing Date fields, based on the information you entered when you logged on and the current date.

Select the appropriate tariffs by clicking on the check boxes next to each tariff number. You can select more than one tariff. If the tariff you wish to reference is not listed, click the "Add Tariff" button at the bottom of the page. See Section 2.2 for more information about creating new tariffs.

Next, type a brief description of the filing in the Description text box. When you have filled in all the information, click the "Submit Form" button. If you want to erase the information, click the "Clear Form" button. If you need assistance, click the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

2.1.2.5 Petition for Declaratory Ruling

Figure 2-17 Petition for Declaratory Ruling Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you are referring to no tariffs, to tariffs from a particular carrier, or to tariffs from several carriers. When you have chosen, click the "Continue Process" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

2.1.2.5.1 Petition for Declaratory Ruling - No Tariffs

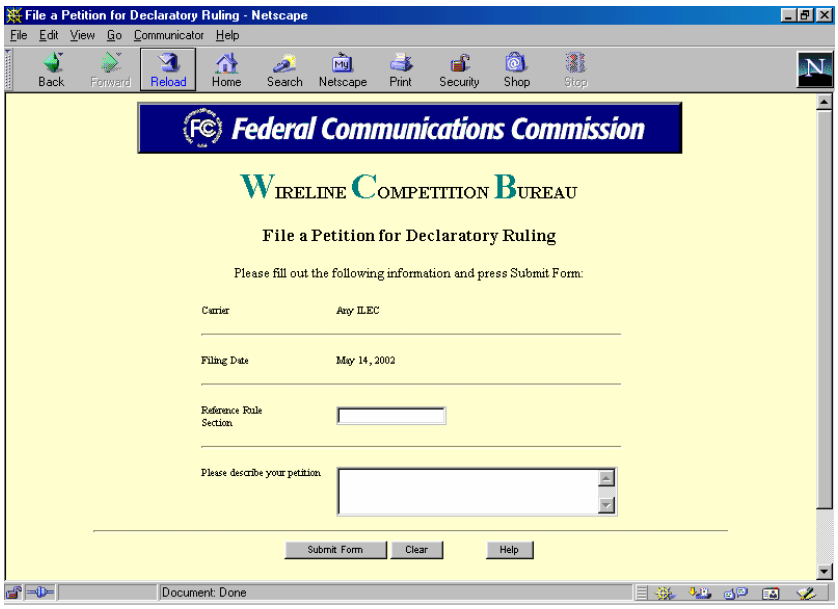


Figure 2-18 Petition for Declaratory Ruling – No Tariffs Screen

If you choose "No Tariffs," the system will open a page asking you to describe your petition. You must reference a Rule Section. Then Type a short sentence such as "Petition to lower rates in rural West Virginia" and click the "Submit Form" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

2.1.2.5.2 Petition for Declaratory Ruling - Tariffs from One Carrier

Figure 2-19 Petition for Declaratory Ruling – One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

The next page will list all the tariffs filed by that ILEC and ask you to describe your petition.

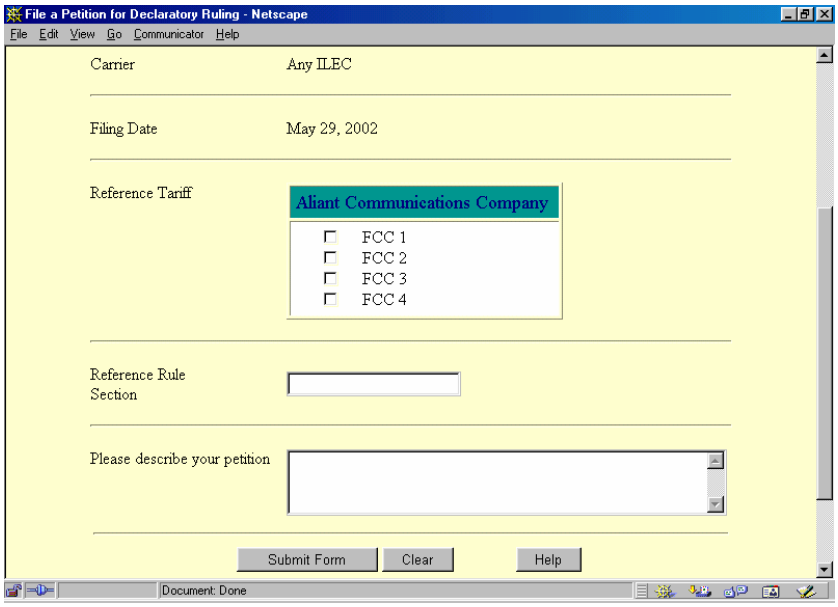


Figure 2-20 Petition for Declaratory Ruling – One Carrier Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Describe your petition with a short sentence, such as “Protest of rate increase in these tariffs” and click the “Submit Form” button. To erase what you have typed, click the “Clear” button. For assistance, click the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

2.1.2.5.3 Petition for Declaratory Ruling - Tariffs from Multiple Carriers

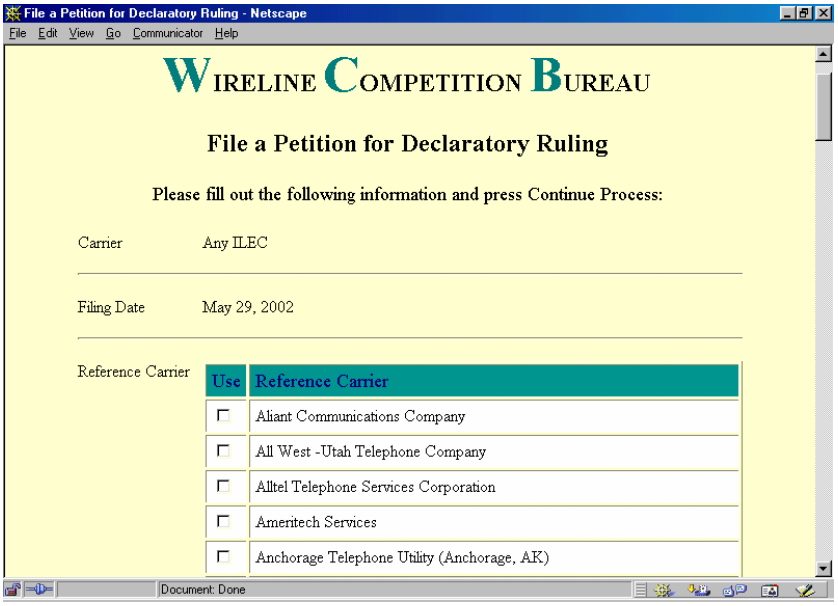


Figure 2-21 Petition for Declaratory Ruling – Multiple Carriers Screen

Select as many ILECs as necessary by clicking the check box next to the ILEC's name. Scroll to the bottom of the screen and click "Continue Process."

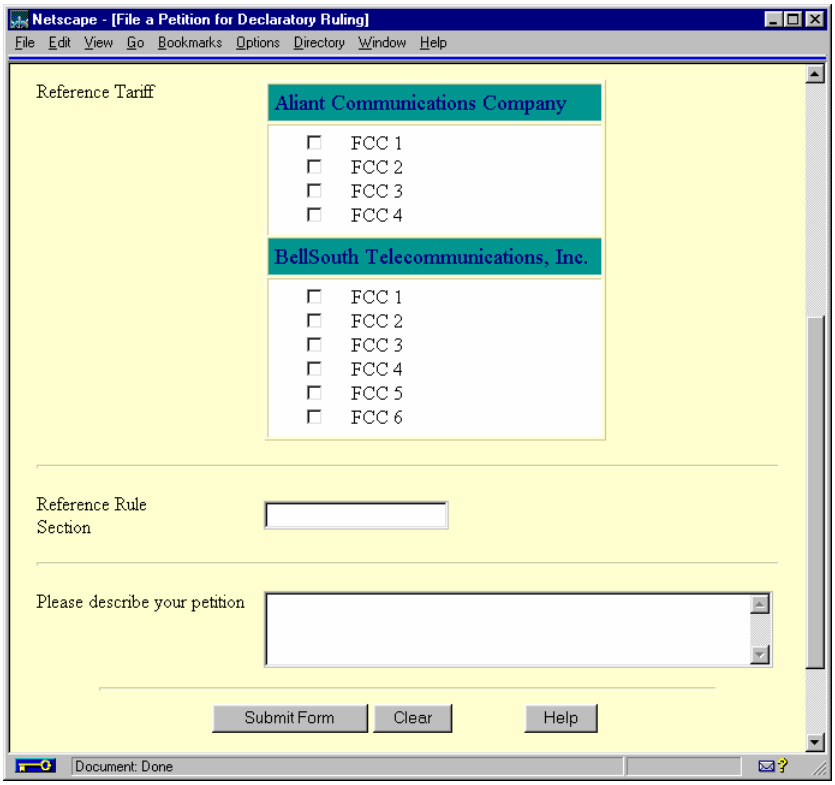


Figure 2-22 Petition for Declaratory Ruling – Multiple Carriers Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Describe your petition with a short sentence, such as “Protest of rate increase in these tariffs” and click the “Submit Form” button. To erase the information you have typed, click the “Clear” button. For more assistance, click the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

2.1.2.6 Petition for Pricing Flexibility

Figure 2-23 Petition for Pricing Flexibility Screen

ETFS will automatically fill in the Carrier and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to refer to no tariffs, tariffs from only one ILEC, or tariffs from several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

2.1.2.6.1 Petition for Pricing Flexibility - No Tariffs

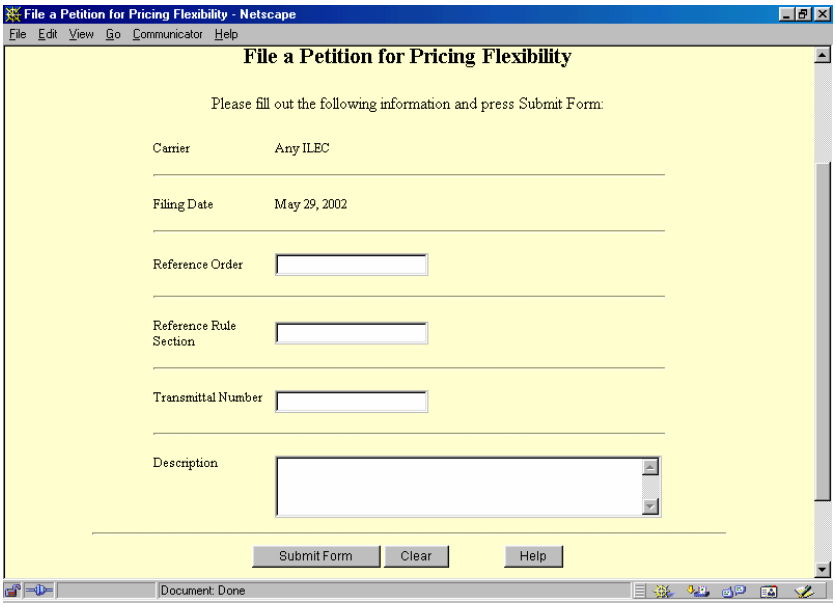


Figure 2-24 Petition for Pricing Flexibility – No Tariffs Screen

If you choose "No Tariffs," the system will open a page asking you to type the number of the FCC Order or Rule and the reason you are Petitioning. You must fill in either an Order or a Rule number. It is possible to put both an Order and a Rule.

When you have chosen, click the "Submit Form" button. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

2.1.2.6.2 Petition for Pricing Flexibility - Tariffs from One Carrier

Figure 2-25 Petition for Pricing Flexibility – One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click the "Continue Process" button. To deselect that ILEC, click the "Clear" button. For more assistance, click the "Help" button.

The next page will list all the tariffs filed by that ILEC.

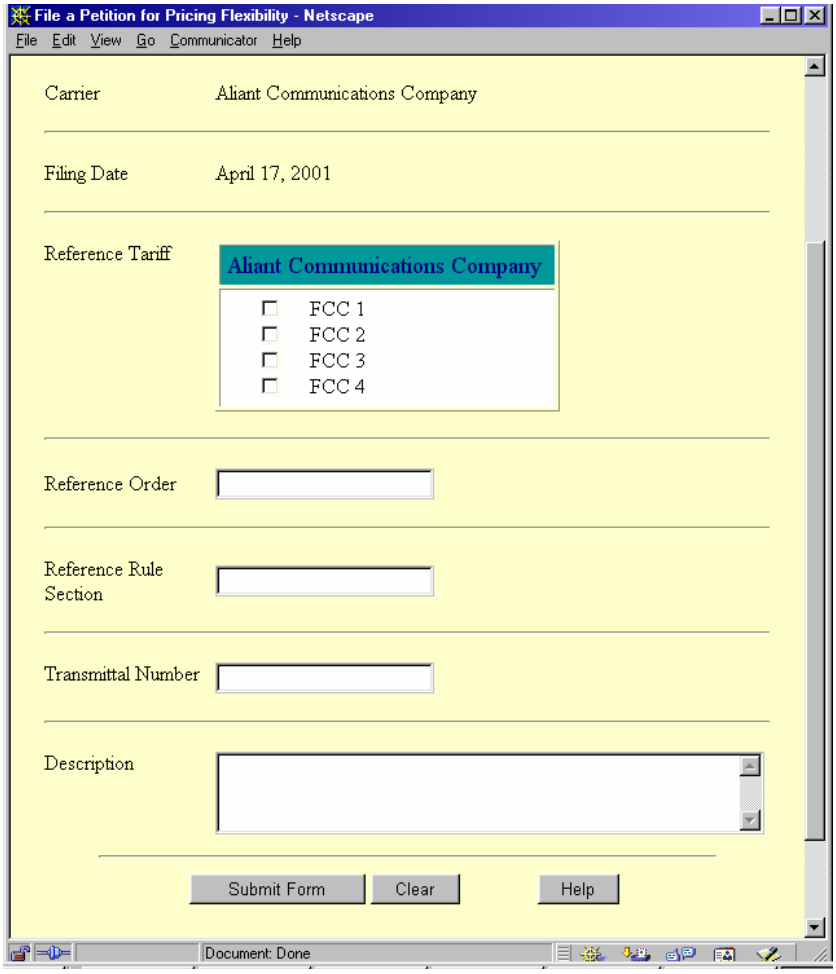


Figure 2-26 Petition for Pricing Flexibility – One Carrier Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, then click the “Submit Form” button. To erase the information you have entered, click the “Clear” button. Click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

2.1.2.6.3 Petition for Pricing Flexibility - Tariffs from Multiple Carriers

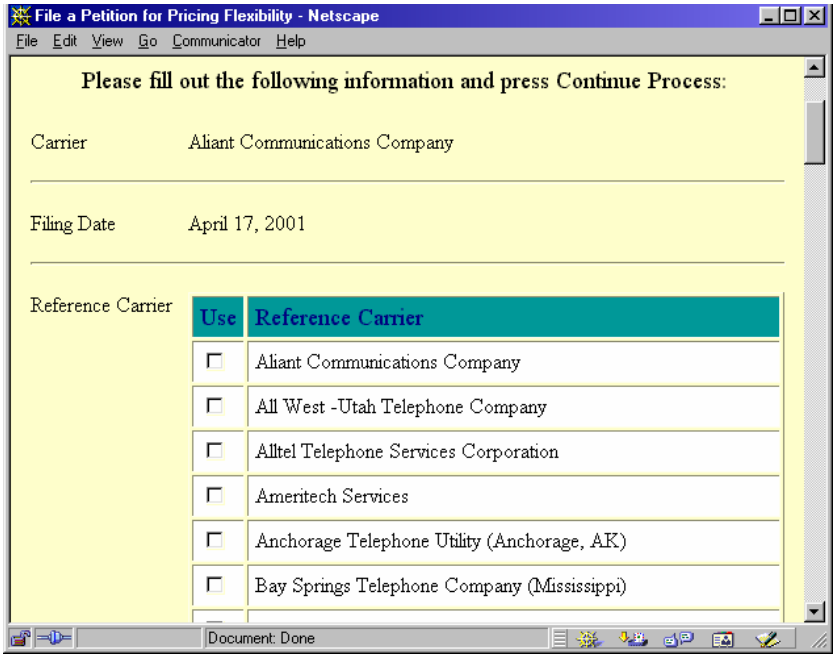


Figure 2-27 Petition for Pricing Flexibility – Multiple Carriers Screen

Select as many ILECs as necessary by clicking the check box next to the ILEC’s name. Scroll to the bottom of the screen and click “Continue Process.”

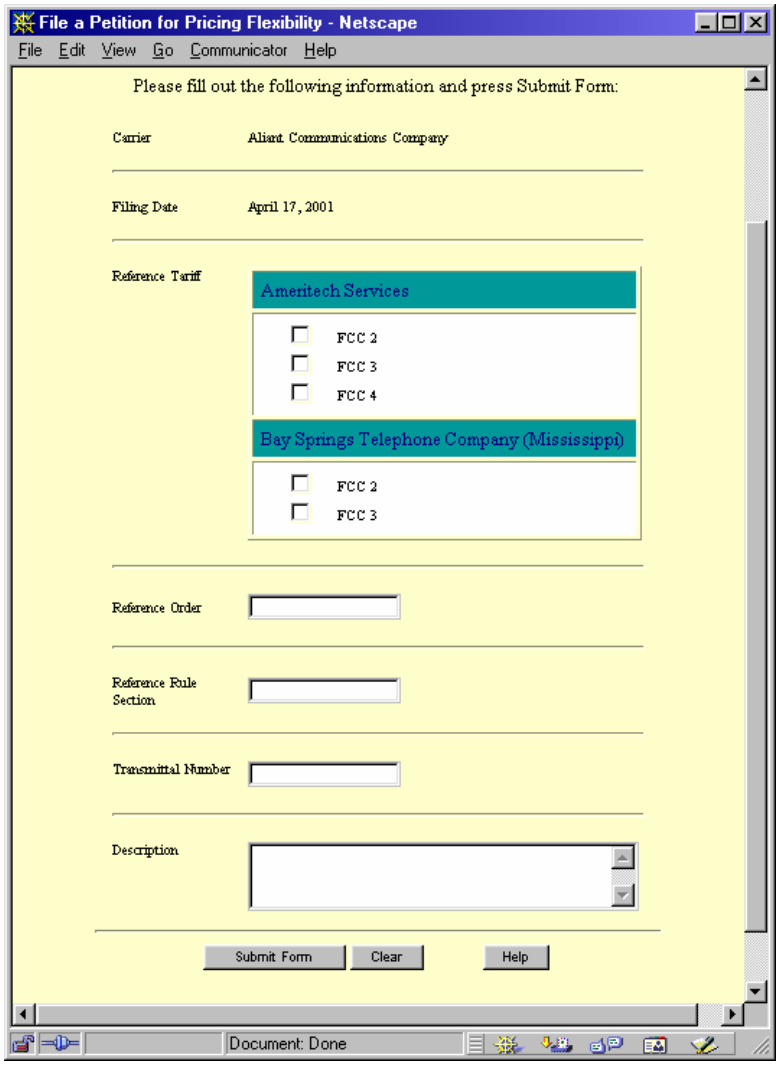


Figure 2-28 Petition for Pricing Flexibility – Multiple Carriers Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, then click the “Submit Form” button. To erase what you have chosen, click the “Clear” button. For more assistance, click the “Help” button.

2.1.2.7 Petition for Waiver

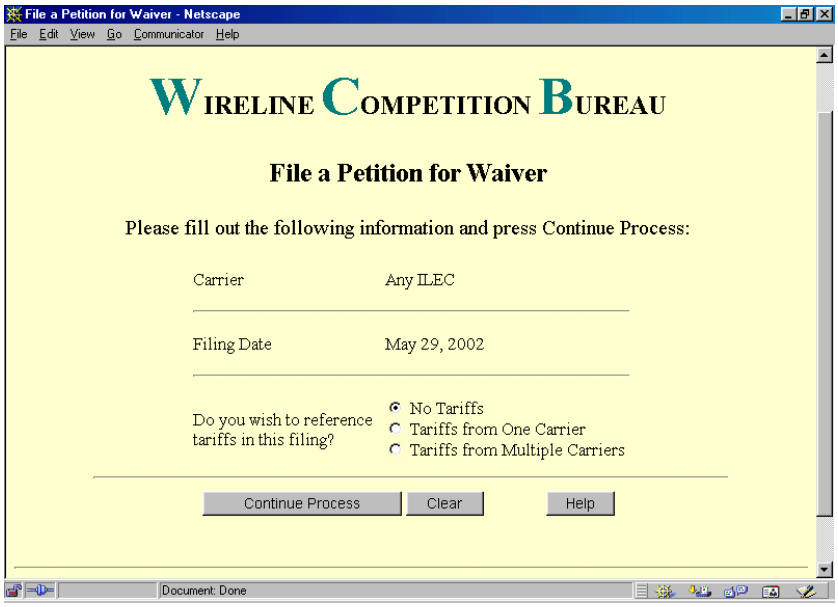


Figure 2-29 Petition for Waiver Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to reference no tariffs, tariffs only filed by one ILEC, or tariffs filed by several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

2.1.2.7.1 Petition for Waiver - No Tariffs

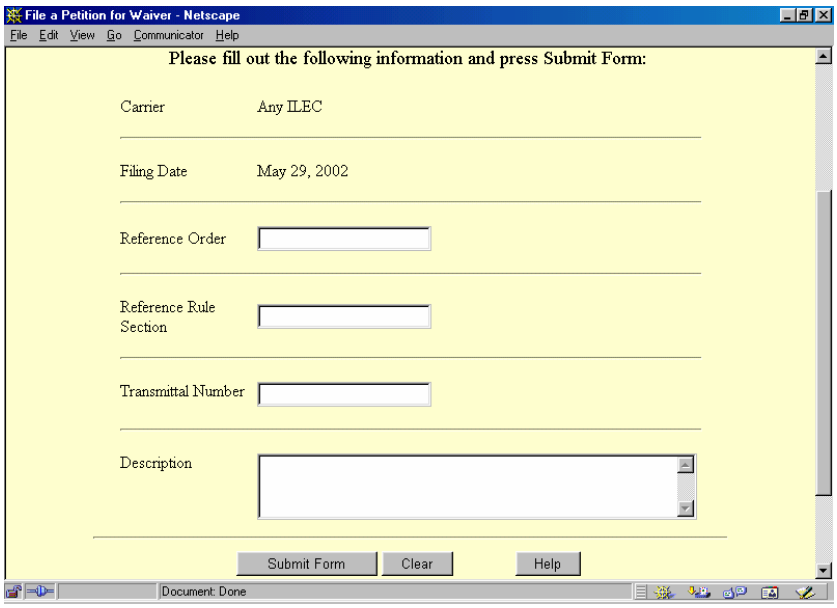


Figure 2-30 Petition for Waiver – No Tariffs

If you choose "No Tariffs," the system will open a page asking you to type the number of the FCC Order or Rule and the reason you are requesting a Waiver. You must fill in either an Order or a Rule number.

When you have chosen, click the "Submit Form" button. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

2.1.2.7.2 Petition for Waiver - Tariffs from One Carrier

Figure 2-31 Petition for Waiver – One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

The next page lists all the tariffs filed by that ILEC.

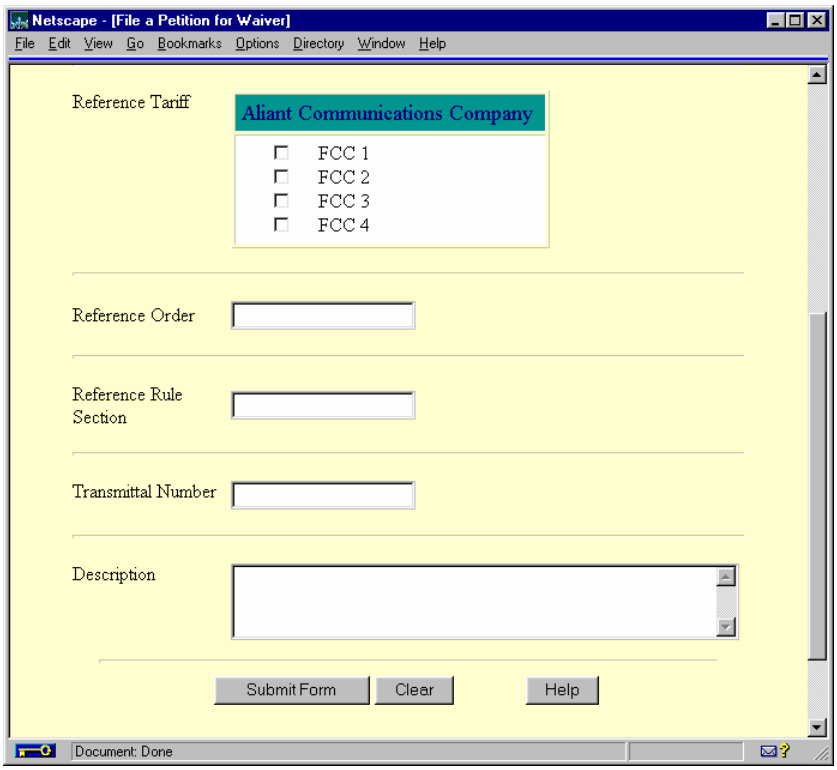


Figure 2-32 Petition for Waiver – One Carrier Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order, Rule Section, and Transmittal numbers, describe your petition with a short sentence, such as “Waive rate increase for this Order” then click the “Submit Form” button. To erase your choices, click the “Clear” button, or click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

2.1.2.7.3 Petition for Waiver - Tariffs from Multiple Carriers

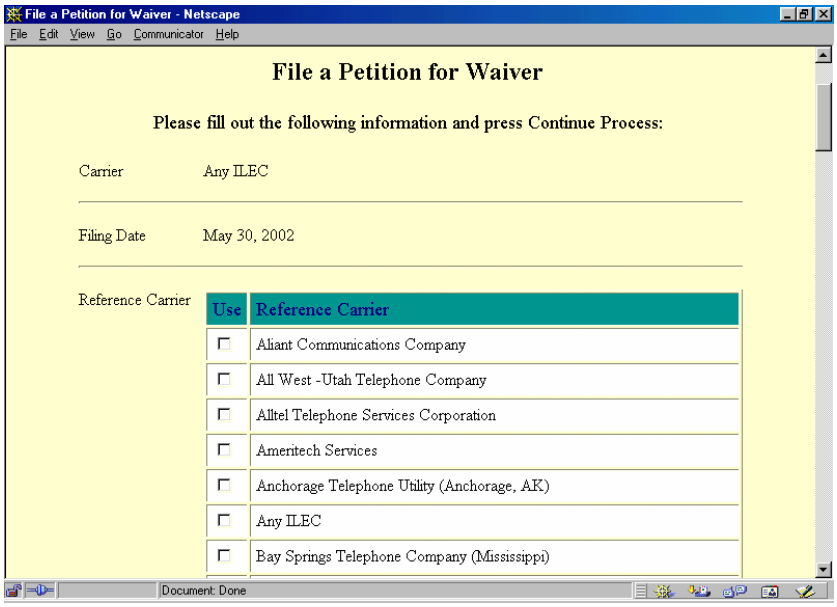


Figure 2-33 Petition for Waiver – Multiple Carriers Screen

Select as many ILECs as necessary by clicking the check box next to the ILEC's name.

When you have chosen, click the "Continue Process" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

The next page lists all the tariffs filed by the chosen ILECs.

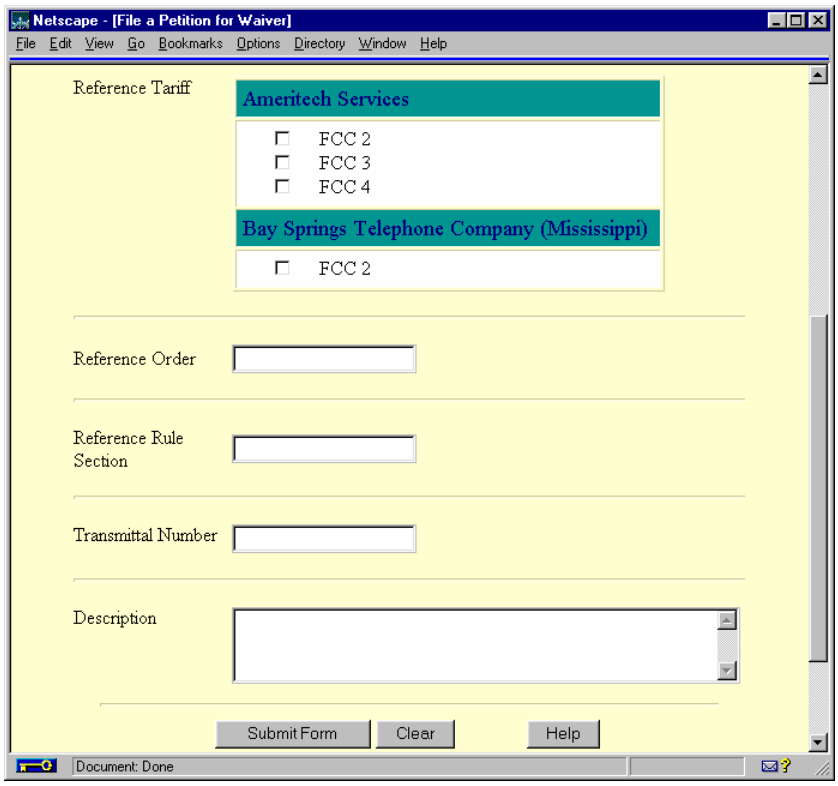


Figure 2-34 Petition for Waiver – Multiple Carriers Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, such as “Waive rate increase for this Order” then click “Submit Form.” Click the “Clear” button to erase what you have typed. Click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

2.1.2.8 Petition/Comment Against a Tariff

Figure 2-35 Petition or Comment Against a Tariff Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to reference tariffs from only one ILEC or tariffs filed by several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

2.1.2.8.1 Petition/Comment Against a Tariff - Tariffs from One Carrier

Figure 2-36 Petition or Comment Against a Tariff – One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

The next page lists all the tariffs filed by that ILEC and asks you to describe your petition.

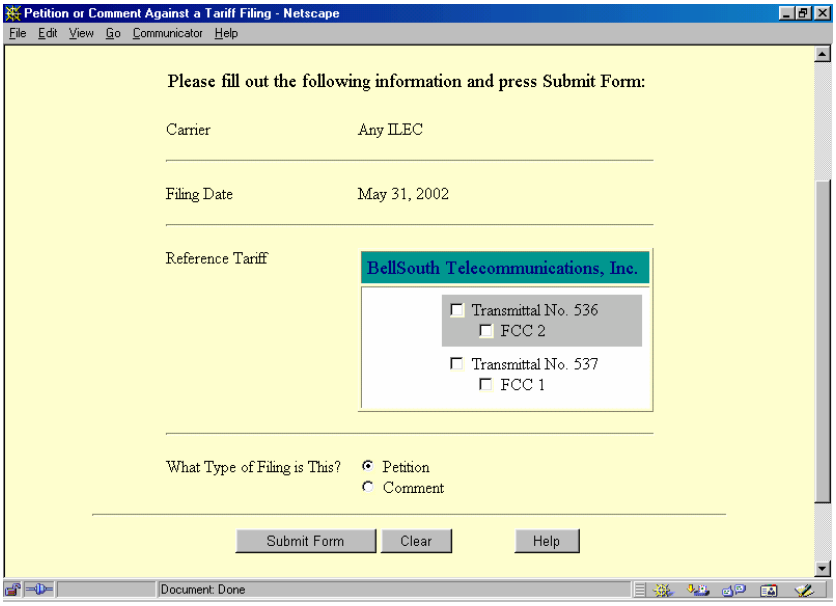


Figure 2-37 Petition or Comment Against a Tariff – One Carrier Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number. Choose a filing type by clicking the radio button next to Petition or Comment.

To submit the form, click the "Submit Form" button. To erase what you have chosen, click the "Clear" button. For more assistance, click the "Help" button.

Next the system will prompt you to attach files to your petition or comment. See Section 2.3 "Attaching Files."

2.1.2.8.2 Petition/Comment Against a Tariff - Tariffs from Multiple Carriers

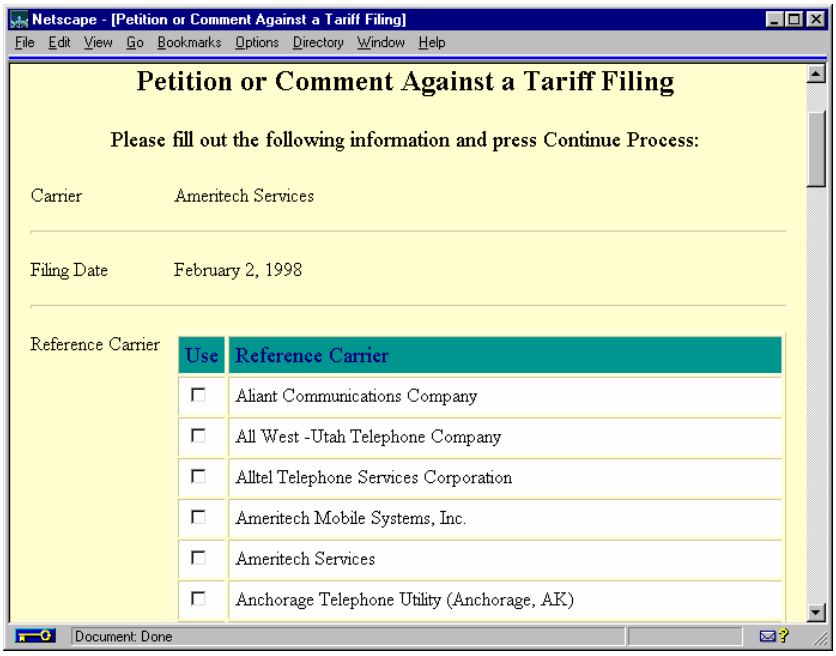


Figure 2-38 Petition or Comment Against a Tariff – Multiple Carriers Screen

Select as many ILECs as necessary by clicking the check box next to the ILEC's name.

When you have chosen, click the "Continue Process" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

The next page lists all the tariffs filed by the chosen ILECs.

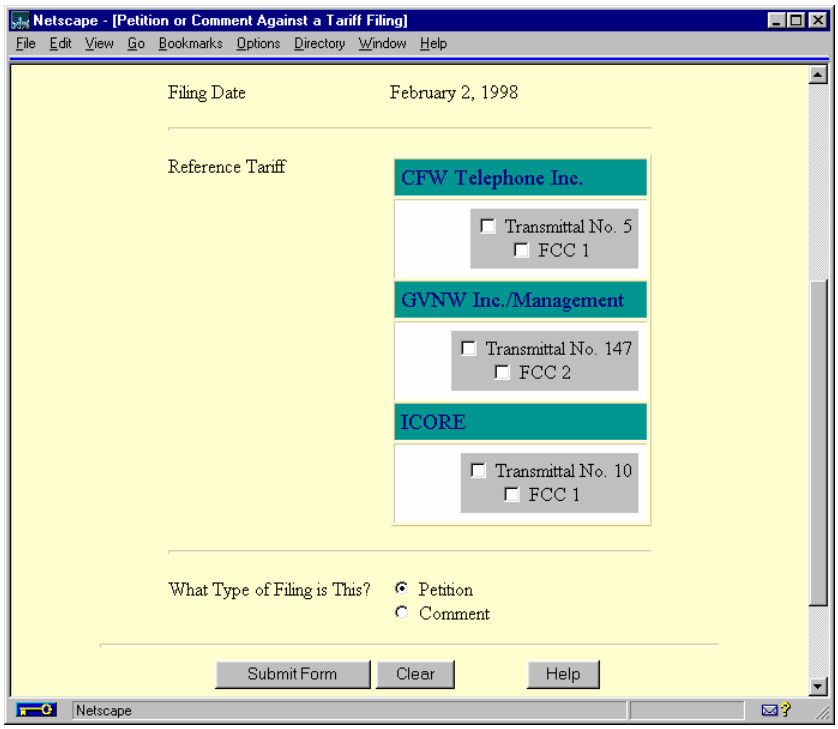


Figure 2-39 Petition or Comment Against a Tariff – Multiple Carriers Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number. Choose a filing type by clicking the radio button next to Petition or Comment.

When you have chosen, click the "Submit Form" button. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

Next the system will prompt you to attach files to your petition or comment. See Section 2.3 "Attaching Files."

2.1.2.9 Reply to a Petition or Comment Against a Tariff Filing

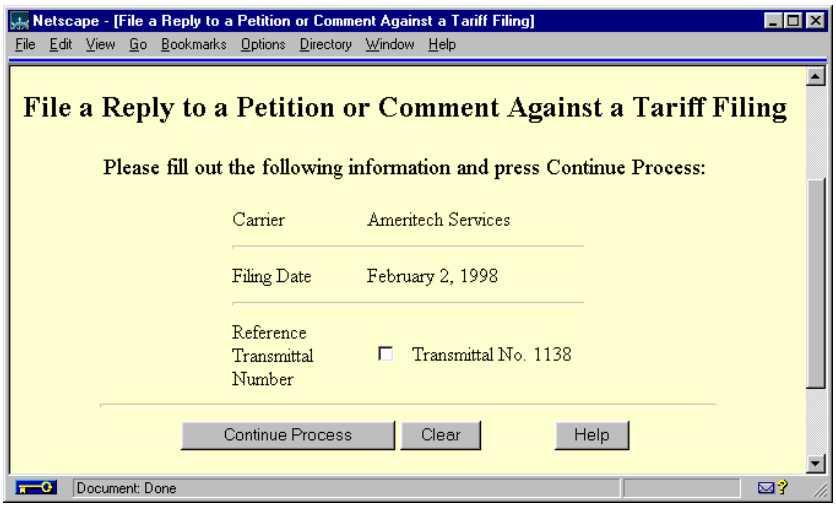


Figure 2-40 Reply to a Petition or Comment Against a Tariff Screen

ETFS will automatically fill out the Carrier and Filing Date fields, based on the information you entered when you logged on and the current date.

If a petition has been filed against your ILEC, a transmittal number will be listed on the page. If more than one petition has been filed, all the transmittal numbers will be listed. Select a transmittal number by clicking the check box. You can select more than one transmittal, or you can deselect a transmittal by clicking a second time on the check box.

To advance to the next screen, click the "Continue Process" button. To clear the information you have entered, click the "Clear" button. If you need further assistance, check the "Help" button.

Figure 2-41 Reply to a Petition or Comment Against a Tariff Screen 2

The next screen lists the petitioning parties. By clicking the check box next to a petitioner's name, you can submit your reply document.

To submit your information, click the "Submit Form" button. To erase your selections, click the "Clear" button. For more assistance, click the "Help" button.

2.1.2.10 Revised Tariff

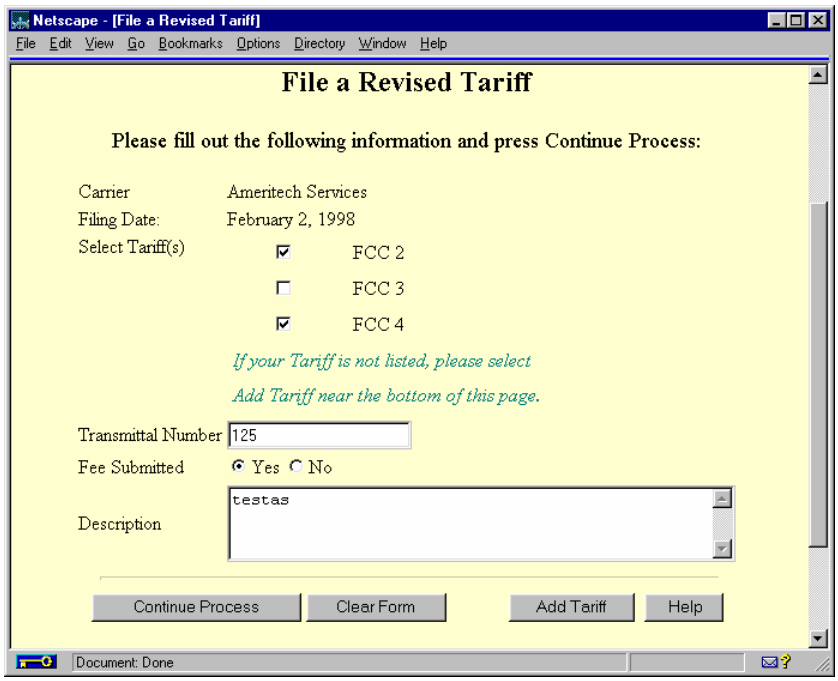


Figure 2-42 Revised Tariff Screen

ETFS will automatically fill out the Carrier and Filing Date fields, based on the information you entered when you logged on and the current date.

Select the appropriate tariffs by clicking on the check boxes next to each tariff number. You can select more than one tariff. If the tariff you wish to reference is not listed, click the "Add Tariff" button at the bottom of the page.

Next, type in the transmittal number for the tariff. Then select the applicable radio buttons stating whether the filing fee has been mailed and type a brief description of the revision. When you have filled in all the information, click the "Submit Form" button. If you want to erase the information, click the "Clear Form" button. If you need assistance, click the "Help" button.

The system will then prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

The next screen asks for the “Effective Date and Notice Period” for each Tariff affected.

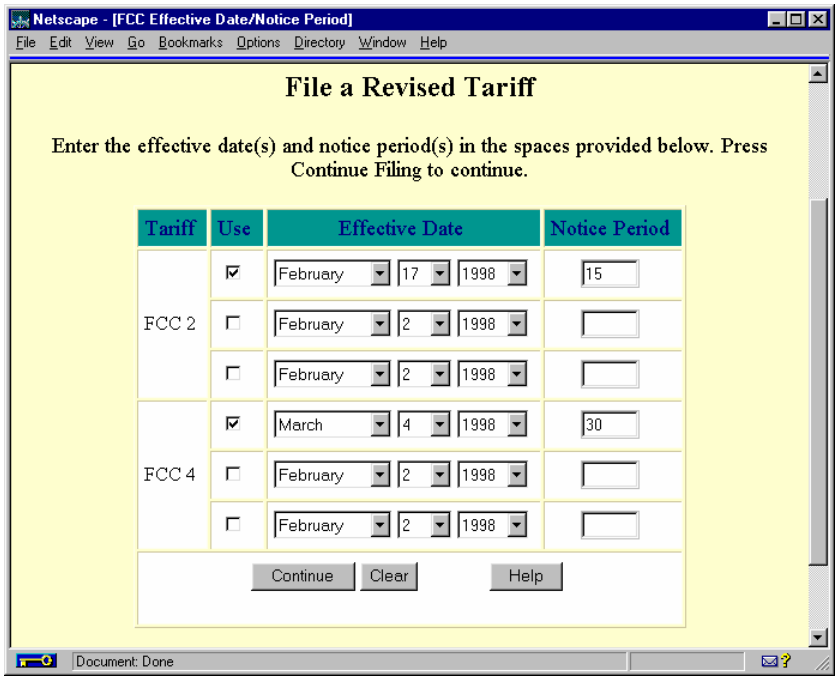


Figure 2-43 Revised Tariff Screen 2

Next, the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

2.1.2.11 Tariff Review Plan (TRP)

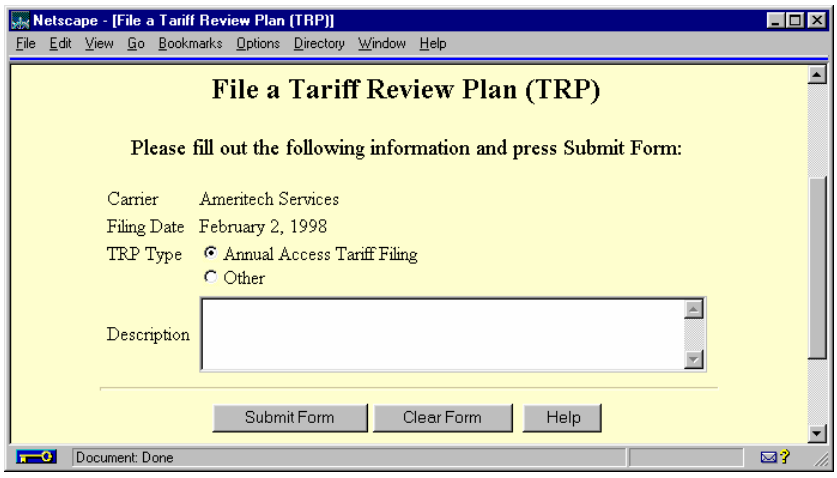


Figure 2-44 Tariff Review Plan Screen

- Click to select either “Annual Access Tariff Filing” or “Other.”
- Enter a description of your filing.
- Click the “Submit Form” button.

Next, the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

2.2 Creating New Tariffs

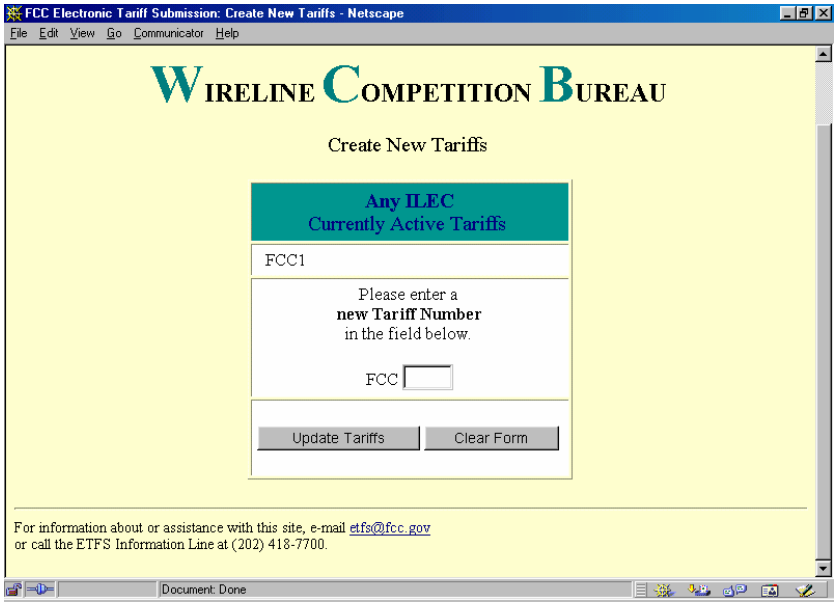


Figure 2-45 Tariff Submission - Create New Tariffs Screen

To create a new tariff, type a unique tariff number in the Tariff Number text field. To add this tariff to the Electronic Tariff Filing System (ETFS), click the "Update Tariffs" button. To erase the number you have typed, click the "Clear Form" button.

If you have typed in a unique number, you will get a "thank you" screen that announces that ETFS has been updated to include the new tariff.

Figure 2-46 Tariff Submission Screen 2

If a tariff has already been filed under the number you selected, you will get an error message instead.

2.3 Attaching Files

After you have prepared your information for the FCC, you will be prompted to attach files to your submission. These files are supporting documents that you have created on your own computer.

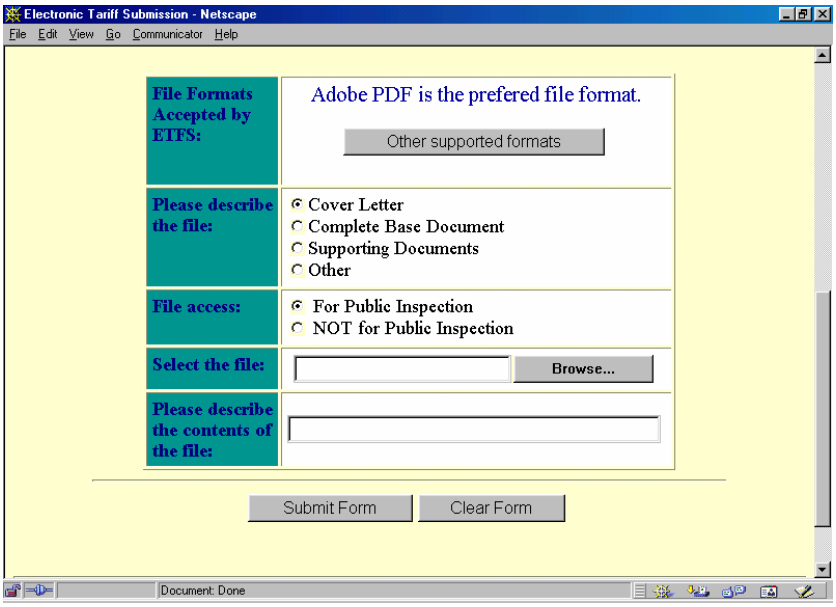


Figure 2-47 File a Submission – Attaching Files Screen

Choose a file format from the pop-up menu. You can attach files in six formats:

- ? Adobe Portable Document Format (.PDF)
- ? Microsoft Excel (.XLS)
- ? Microsoft Word (.DOC)
- ? WordPerfect (.WPD)
- ? Text, also called ASCII (.TXT)
- ? Lotus 1-2-3 (.WK1)

To choose a file, click the “Browse” button. A screen showing the directories on your computer will appear. Scroll through your directories until you find the file you want to attach. Double click on the file name, then click “Open.” The file name will appear in the text box on the File Submission page.

The file type tells the database who should have access to the information. If you choose "For Public Inspection," the file will be made available on the World Wide Web to anyone. If you choose "NOT for public inspection" the files will not be accessible to anyone but appropriate FCC employees.

The file description tells the database where to file your documents so that they can be found again. Your choices are: Transmittal Letter, Application for Special Permission, Supporting Documents, and Other. Just as papers cannot be found if they have been filed in the wrong folders, documents will not appear if they are filed under the wrong description.

When you have entered all the information, click the "Upload File" button. If you want to change any information, click the "Clear Form" button to erase what you have entered.

After you click the "Upload File" button, you will get a notice that ETFS has received your file.

THIS DOES NOT COMPLETE THE FILING!

Occasionally due to high system demand, the system's resources become temporarily consumed. If the file upload should time-out during this step, click on the "Back" button and choose "Upload File" again. The operation is successful when you receive the File Received screen as shown below.

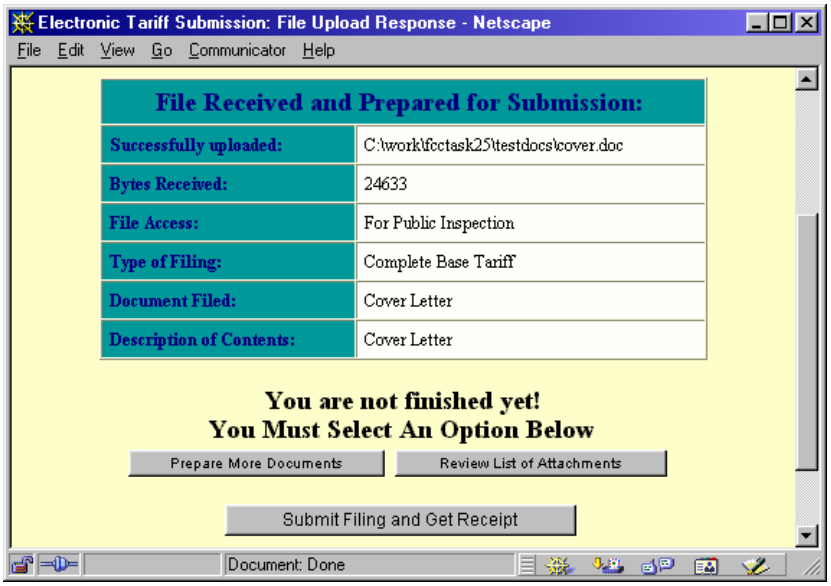


Figure 2-48 Tariff Submission – File Upload Response Screen

Verify that the file received is in the proper document format. For example, a Microsoft Word file should show a "File Format" of MS Word as depicted in the picture above.

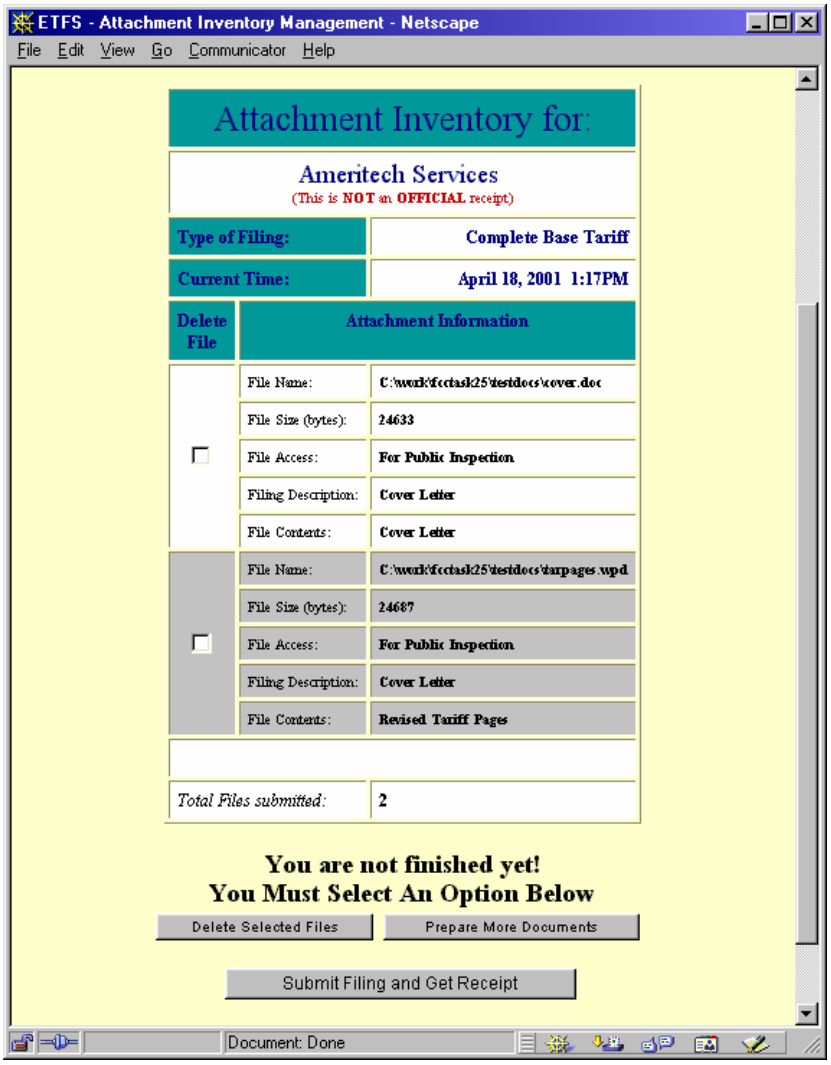


Figure 2-49 Attachment Inventory Management Screen

You now have the option of deleting any erroneous documents, preparing more documents or submitting the filing.

If you click the “Upload More Documents” button, you will be returned to the File Attachment page.

2.4 Submitting the Filing

If you click the "Submit Filing and Get Receipt" button, ETFS will process the filing and create an electronic receipt for you.

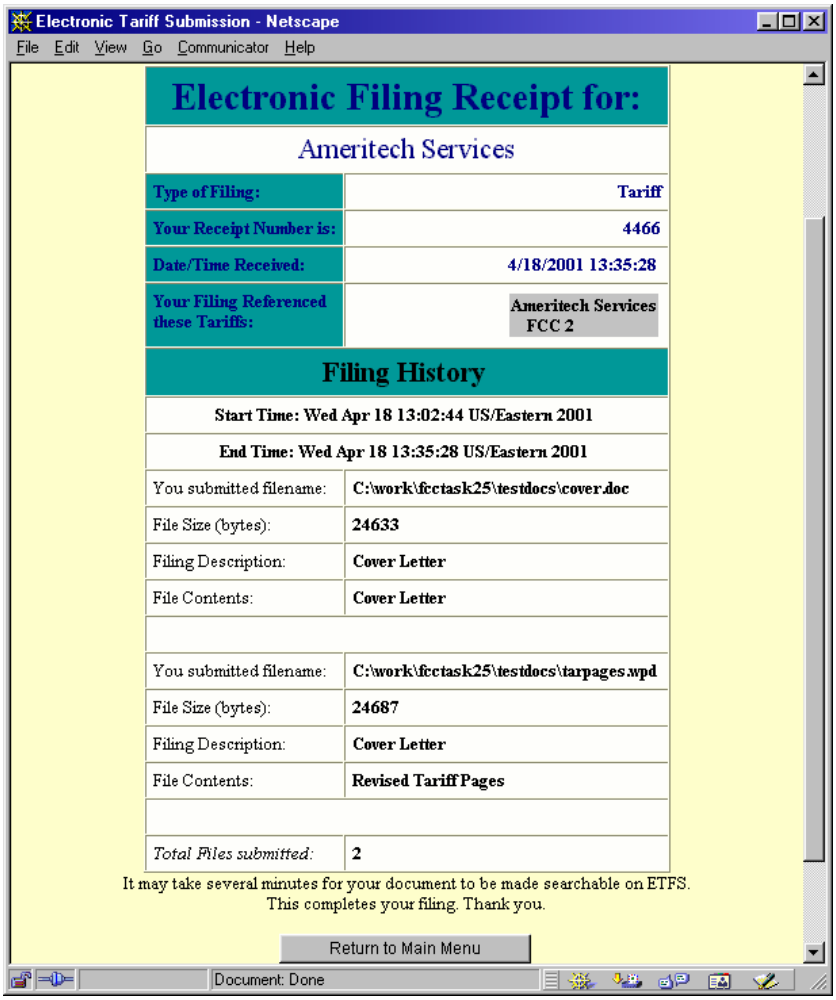


Figure 2-50 Electronic Filing Receipt Screen

Creating the receipt ends the filing process and commits the information to the database.

No more action is required on your part. However, before the filing is made available to ETFS, the attached documents will be automatically checked for viruses and converted to a common PDF format. If appropriate, documents will then be made available for public viewing. This process may take several minutes depending on the load on the system and the quantity of incoming documents. Users can then browse or search to find the documents intended for public viewing.

PDF documents are placed in the database exactly as they are received if no viruses are encountered. All other documents are converted to the PDF format. The conversion is achieved by printing to a printer created by the Adobe software. Since this printer is not the same printer that the documents were created with, slight format changes can occur. Users may insure that the layout of the documents remains the same by submitting using the PDF file type.

To make a printed copy of this receipt page for your records, use the "Print" button of your browser.

If you would like to continue to work with the Electronic Tariff Filing System, click the "Return to Main Menu" button, which will take you back to the main ILEC page.

Some filings require a fee. If your filing requires a fee, you will see the "Prepare a Form 159" button next to the "Return to Main Menu" button. By clicking this button you may obtain an automatically generated Form 159. This option is discussed in detail in the next section.

2.5 Preparing an Electronic Form 159 for your Feeable Filing

If your filing requires a fee, you will see the "Prepare a Form 159" button next to the "Return to Main Menu" button. Click this button to generate a Form 159 to be sent with your payment.

When you click the "Prepare a Form 159" button, the next screen displays the information that will be used to fill in the Form 159. Initially, the Applicant and Payer are both assumed to be the entity making the filing. The FRN used to log-in to ETFS is used for both.

If another entity is paying the fee, enter the FRN and Password for the Payer, then click the "Change Payer" button.

When you are satisfied with the information to be used, click the "Prepare a Form 159" button. A second window will open, taking you into the Electronic Form 159 system. For security reasons, you must re-enter the Payer's FRN and Password on this screen.

The next screen displays a summary of your payment. You may pay now by credit card by clicking the "Pay Now By Credit Card" button, or you may click the "View Form

159" button. This will generate a Form 159 in "PDF" file format. You can print this Form 159 to be mailed in.

2.6 Browse Filed Tariff Documents

This page enables you to browse through all the tariffs filed by particular Local Incumbent Exchange Carriers (ILECs). First you will be shown a list of all the ILECs entered in the Electronic Tariff Filing System (ETFS).

Figure 2-51 Browse Filed Tariff Screen

To make a selection, click an ILEC's name. The names are linked to an index of all the tariffs filed by that ILEC.

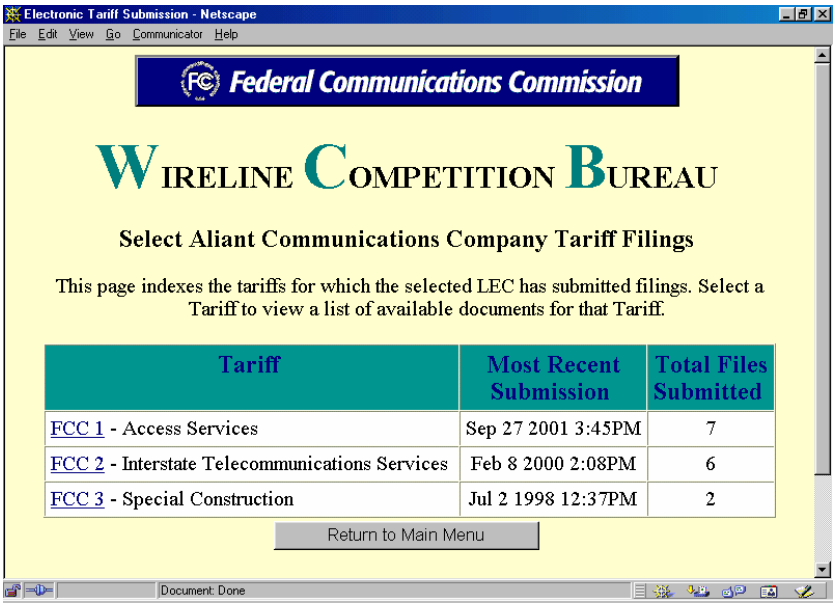


Figure 2-52 Browse Filed Tariff Screen 2

To view a tariff, click on its number. The number is a link to a page that lists all of the documents associated with that tariff.

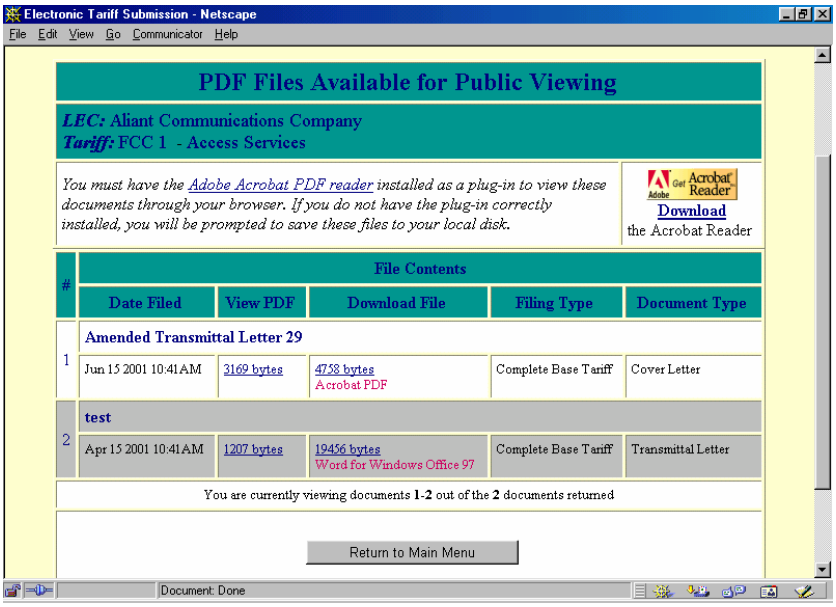


Figure 2-53 PDF Files for Public Viewing Screen

You have the option of downloading the documents or viewing them online. To view a document online, your browser must have the Adobe PDF plug-in, which is available as a free download from the Adobe Web site. See Section 6.6 "Downloading Adobe Acrobat Reader" if you need assistance downloading and using this utility. The byte size of a document gives an indication of how large the file is. Remember, the larger the file, the longer it takes to view or download.

If you click on the byte count under "View" and you have the correct plug-in, the document will appear on your screen. If you do not have the Adobe plug-in, the system will automatically default to download.

Documents that are downloaded are kept in their original filing format. If they were saved to ETFS as a Microsoft Word document, then they will download as a Microsoft Word document. When you click on "Download," you will be prompted to pick a directory where the document will be saved on your computer. Click "okay," and the file will download.

To view a downloaded document, double-click on the icon for the document.

When you have viewed or downloaded the document, you have can search for specific

tariff documents or file documents by clicking the “Return to Main Menu” button.

2.7 Search Filed Tariff Documents

This page allows you to quickly search the database for specific information and arrange the results in the order most convenient for you.

The page is divided into four broad search categories - ILEC names, document filing types, filing dates, and description of contents. You must choose at least one of these categories by clicking the square in the shaded bar next to the phrase "I want to..." If you do not select that box, the computer will not respond to any changes you make within that section. You may select more than one box. If you do not select any of the main boxes, the system will print an error message.

2.7.1 Searching by Filing Type

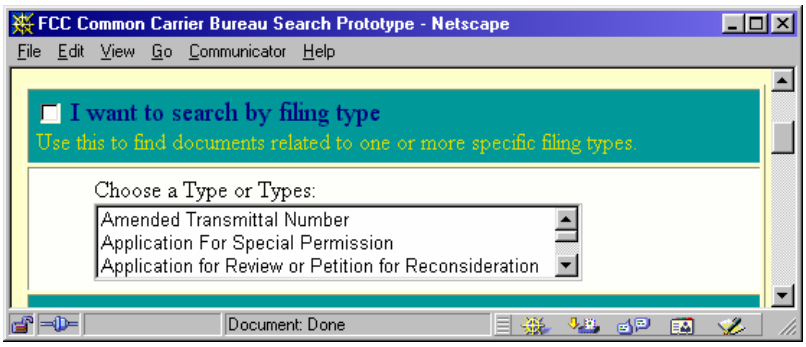


Figure 2-54 Search by Filing Type Screen

"I want to search by filing type" limits the search to the selected document types. As with the ILEC names, more than one type can be selected by holding down the shift key.

2.7.2 Searching by Filing Date

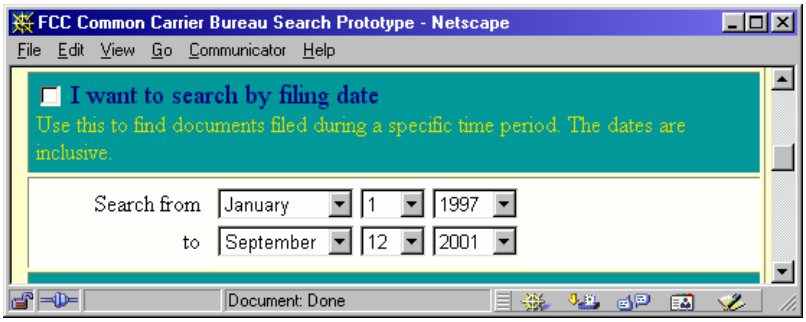


Figure 2-55 Search by Filing Date Screen

"I want to search by filing date" confines the search to only files submitted during a certain time. ETFS maintains the two most recent Complete Base Tariff Filings and subsequent Revised Tariff Filings for each Carrier. Older filings are periodically archived and are not available through ETFS.

2.7.3 Searching by ILEC

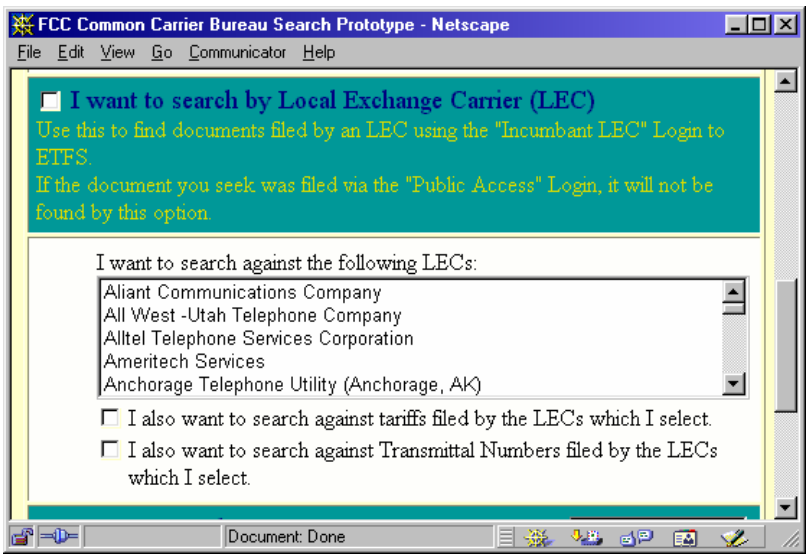


Figure 2-56 Search by ILEC Screen

"I Want to Search by ILEC" is a way for you to narrow your search to specific ILECs. You can choose to search against all ILECs or only a few. To search on a few ILECs, scroll through the pop-up list and click the name of an ILEC to select it. You can select more than one name by holding down the shift key as you click on the name. To deselect a name, click on another name without holding the shift key down.

If you choose "I also want to search against tariffs" you will see a second option page after you click the "Start Search" button. This page will list all the tariffs filed by the ILECs you selected. Pick the tariffs you want to search.

If you choose "I also want to search against Transmittal Numbers filed by the ILECs which I select" you will see a second option page after you click the "Start Search" button. This page will list all the tariffs filed by the ILECs you selected. Pick the transmittal numbers you want to search.

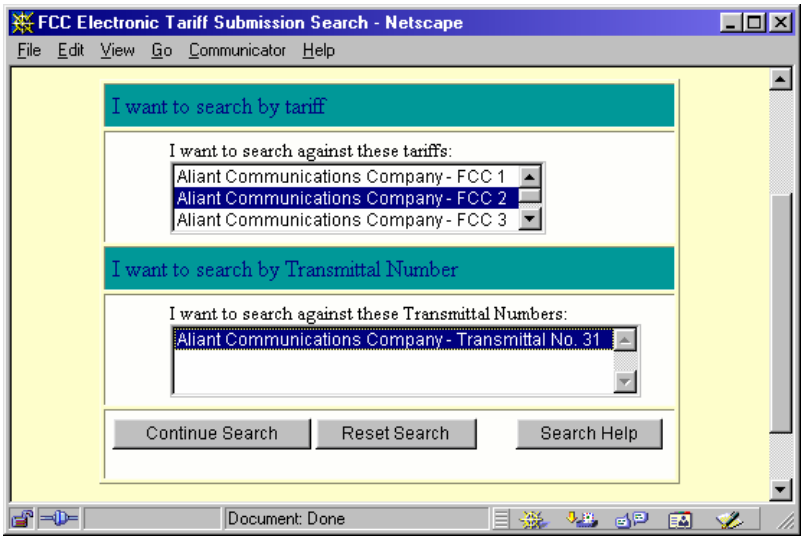


Figure 2-57 Search by Tariff/Transmittal Number Screen

You can choose more than one by holding down the shift key as you select the names. To start the search, click "Continue Search." To clear your selections, click "Reset."

2.7.4 Ordering the Results

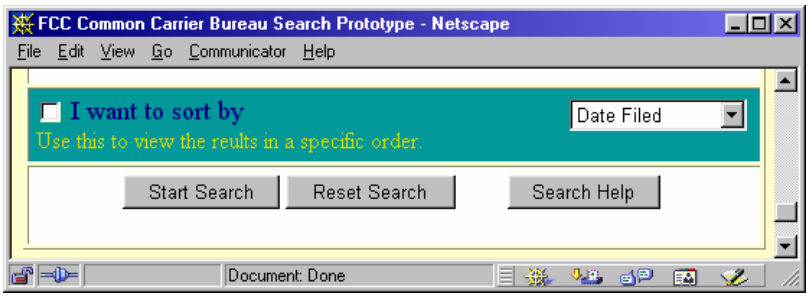


Figure 2-58 Search by Results Screen

"I want to order by" is how you tell the system to arrange the information it will show you. It can sort the results alphabetically by ILEC name, filing type, or document type, or it can sort numerically by tariff number or date filed. If you do not select the "I want to order by" box, the system will automatically sort first by date filed, then by ILEC name.

To tell the system to begin its search, click the "Start Search" button. To clear your selections, click "Reset Search." For more information on your choices, click the "Search Help" button.

The results of the search are listed on their own page.

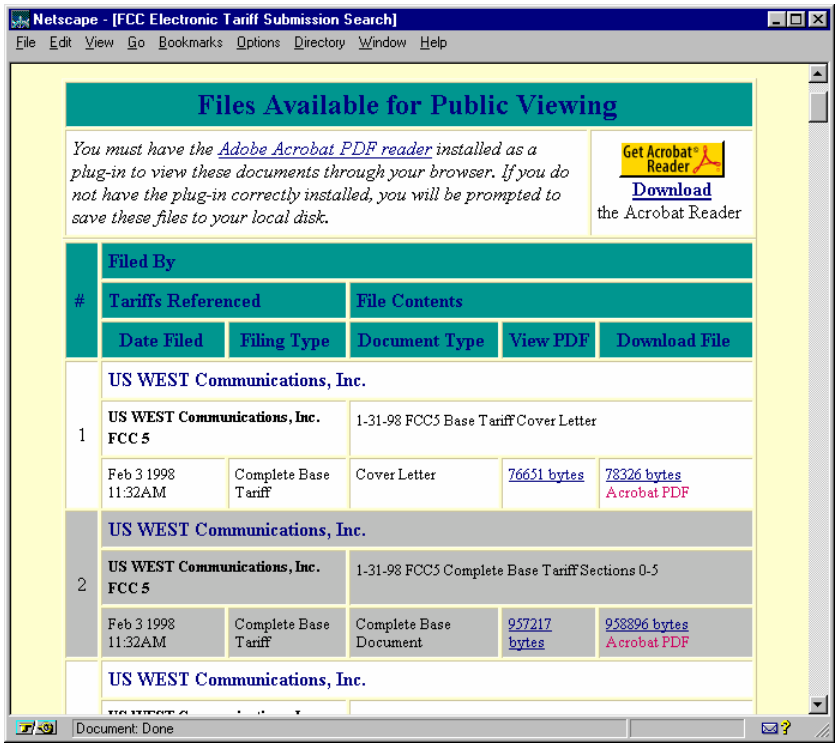


Figure 2-59 Files Available for Public Viewing Screen

You have the option of downloading the documents or viewing them online. To view a document online, your browser must have the Adobe PDF plug-in, which is available as a free download from the Adobe Web site. See Section 6.6 "Downloading Adobe Acrobat Reader" if you need assistance downloading and using this utility. The byte size of a document gives an indication of how large the file is. Remember, the larger the file, the longer it takes to view or download.

If you click on the byte count under "View" and you have the correct plug-in, the document will appear on your screen. If you do not have the Adobe plug-in, the system will automatically default to download.

Documents that are downloaded are kept in their original filing format. If they were saved to ETFS as a Microsoft Word document, then they will download as a Microsoft Word document. When you click on "Download," you will be prompted to pick a directory where the document will be saved on your computer. Click "okay," and the file

will download.

To view a downloaded document, double-click on the icon for the document.

When you have viewed or downloaded the document, you can browse through tariff documents by ILEC name or file documents by clicking the “Return to Main Menu” button.

3 PUBLIC USERS

This section describes the functions you can perform if you log onto the Electronic Tariff Filing System (ETFS) as a member of the public. For information on the functions Local Incumbent Exchange Carriers can perform, see Section 2.

To provide greater access, ETFS has two URLs available. To enter the Electronic Tariff Filing System (ETFS) open either URL listed below:

```
      http://svartifoss2.fcc.gov/prod/ccb/etfs
or
      http://gullfoss2.fcc.gov/prod/ccb/etfs
```

The system will present a welcome screen similar to the following.

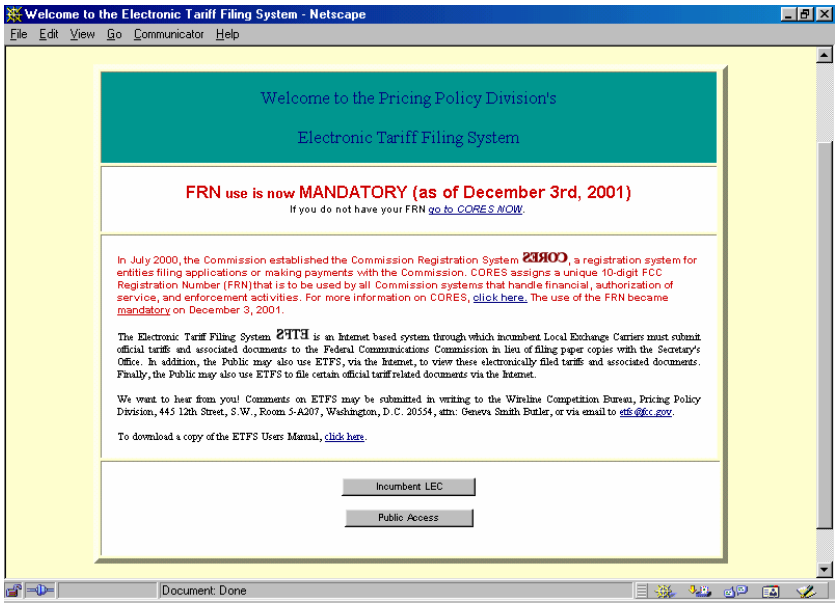


Figure 3-1 ETFS Welcome Screen (Public Users)

Click the “Public Access” button.

You will be offered five choices:

Figure 3-2 Main Menu Screen (Public Users)

"Browse Filed Tariff Documents" lists ILECs and the tariffs they have filed. For more information on browsing, see Section 2.6.

"Search Filed Tariff Documents" searches the database for all documents fitting a user-defined description. For more information on searching, see Section 2.7.

"File Comments and Petitions" starts the process for electronic filing of comments and petitions against tariffs. For more information on filing, see Section 3.1.

"Frequently Asked Questions" provides answers to questions that often come up.

"Get the ETFS Users Manual" will let the user download this document in PDF format.

3.1 Preparing Comments and Petitions for Filing

3.1.1 Providing Necessary Contact Information

Figure 3-3 Contact Information Screen

If you choose to file a comment or petition, ETFS will first ask you if you are filing on behalf of yourself or on behalf of a company. Click on the appropriate radio button and then click "Continue."

If you are filing for a company, you will be asked to enter contact information about your company. The information will be used to personalize the pages you see and generate a receipt after you have filed your documents. **Please note that the FRN is now required for all business done with the FCC.** Fill in the requested information and click the "Logon" button.

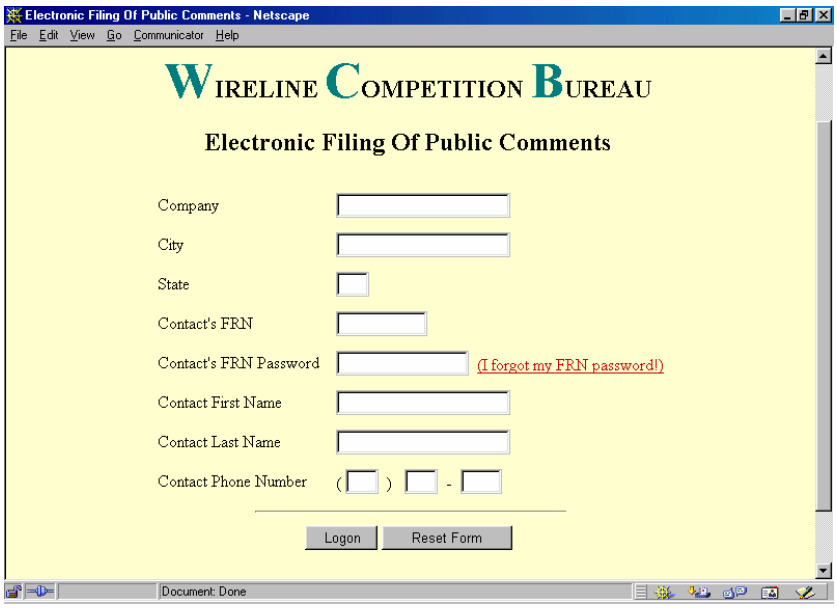


Figure 3-4 Contact Information Screen (for Company)

If you are filing on your own behalf, you will be asked to enter personal contact information. The information will be used to personalize the pages you see and generate a receipt after you have filed your documents. **Please note that the FRN is now required for all business done with the FCC.** Fill in the requested information and click the "Logon" button.

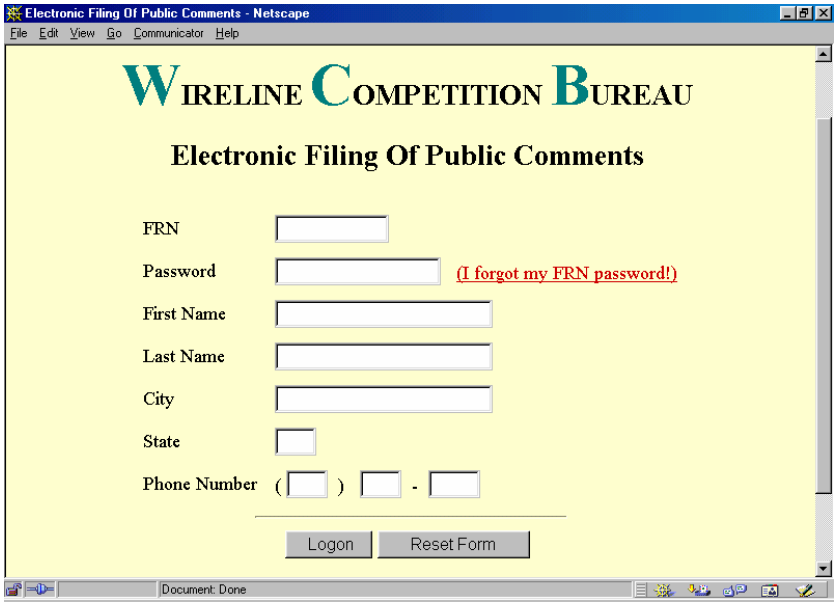


Figure 3-5 Contact Information Screen (for Yourself)

3.1.2 Providing Necessary FRN for All Filing Parties

The Electronic Tariff Filing System (ETFS) needs to know if multiple parties are involved with this filing. If you are filing on behalf of a company, ETFS knows that at least two parties are involved with the filing. However, if you have indicated that you are filing on your own behalf, ETFS will ask you to indicate if there are other parties participating in the filing.

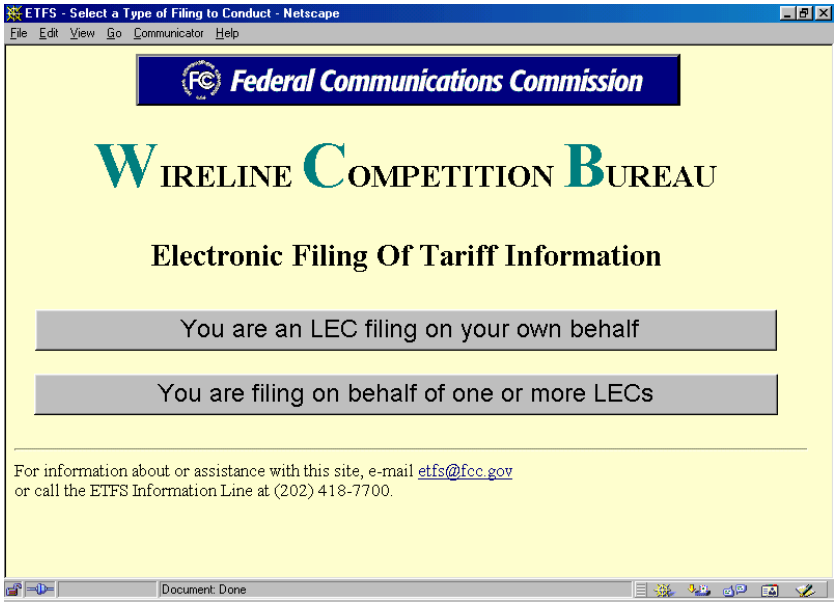


Figure 3-6 Type of Filing of Tariff Information Screen

If you click on the "You are filing on your own behalf only" button, you will be taken directly to the "Electronic Filing Of Tariff Information" screen (see Section 3.1.3).

Otherwise, you must supply the FRN of any entity participating in this filing.

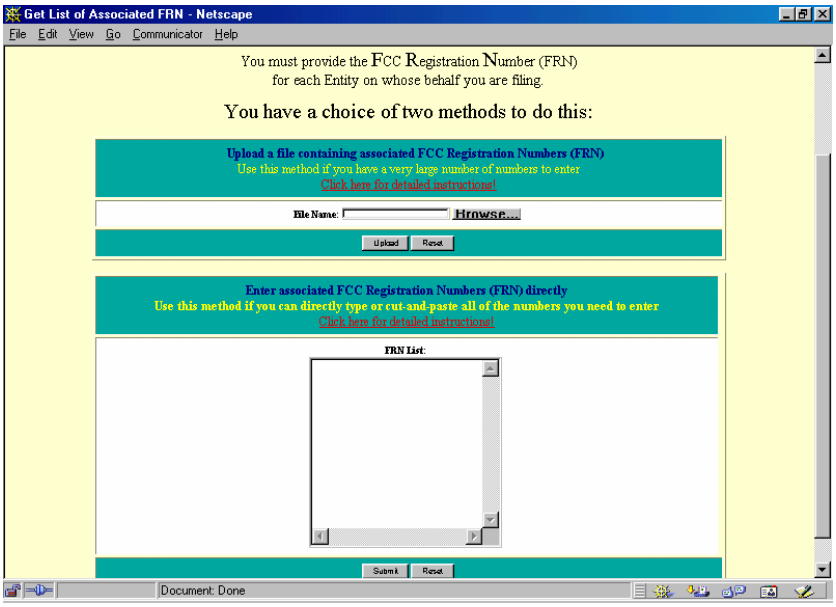


Figure 3-7 FRN File Upload Screen

There are two ways to upload the FRN list: create and upload a text file or enter the FRN list directly into the form.

3.1.2.1 Uploading the FRN list as a text file

- Create a file containing every FRN you wish to upload to ETFS using your word processor (Word, Wordperfect, Notepad, etc.). The format of the FRN list file is a ten-digit numeric FRNs separated by commas. Any other characters will be ignored. As an illustration, the three files shown at the end of this page will all upload identically.

- Save the new document as a text file.

- Use the browse button on the previous page to find the file you just created.

- Click on the "Upload" button.

3.1.2.1.1 FRN List format examples: All of the following lists will upload the same.

File 1:

0000000001,
0000000012,
0000000123,
0000001234,
0000012345,
0000123456,
0001234567,
0012345678,
0123456789

File 2:

0000-00-0001,
0000-00-0012,
0000-00-0123,
0000-00-1234,
0000-01-2345,
0000-12-3456,
0001-23-4567,
0012-34-5678,
0123-45-6789

File 3:

0000000001, 0000000012, 0000000123, 0000001234, 0000012345,
0000123456, 0001234567, 0012345678, 0123456789

Once the file uploads, you will see the following screen:

Figure 3-8 File Upload Status Screen

Clicking continue confirms the FRN list as a new FRN Group, and you will see the following page:

Figure 3-9 Submitted FRNs Status Screen (Received)

Clicking the "Click here to make your filing" button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 3.1.3).

3.1.2.2 Entering the FRN list directly into the form

✍ Create a list of every FRN you wish to enter into ETFS. You may type directly in the text box, or you may cut-and-paste from your word processor (Word, Wordperfect, Notepad, etc.). The format of the FRN list is ten-digit numeric FRNs separated by commas. Any other characters will be ignored. As an illustration, the three lists shown at the end of this page will all upload identically.

✍ Click on the "Submit" button.

3.1.2.2.1 FRN List format examples: All of the following lists will upload the same.

File 1:

0000000001,
0000000012,
0000000123,
0000001234,
0000012345,
0000123456,
0001234567,
0012345678,
0123456789,

File 2:

0000-00-0001,
0000-00-0012,
0000-00-0123,
0000-00-1234,
0000-01-2345,
0000-12-3456,
0001-23-4567,
0012-34-5678,
0123-45-6789

File 3:

0000000001, 0000000012, 0000000123, 0000001234, 0000012345,
0000123456, 0001234567, 0012345678, 0123456789

Once the FRN list is accepted as a new FRN Group, you will see the following page:

Figure 3-10 Submitted FRNs Status Screen (Accepted)

Clicking the "Click here to make your filing" button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 3.1.3).

3.1.3 Selecting the Type of Filing

Once you click the “Logon” button, a drop-down menu will offer you various filings. To erase what you have chosen, click the “Reset Form” button.

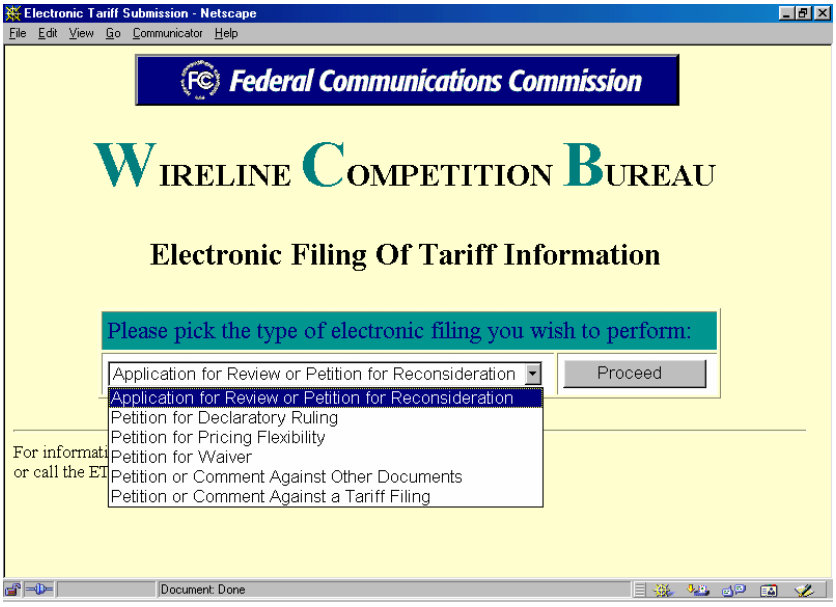


Figure 3-11 Electronic Filing Pop-up Menu Screen (Public Users)

Choose the appropriate filing type and click “Proceed.”

3.1.3.1 Application for Review/Reconsideration

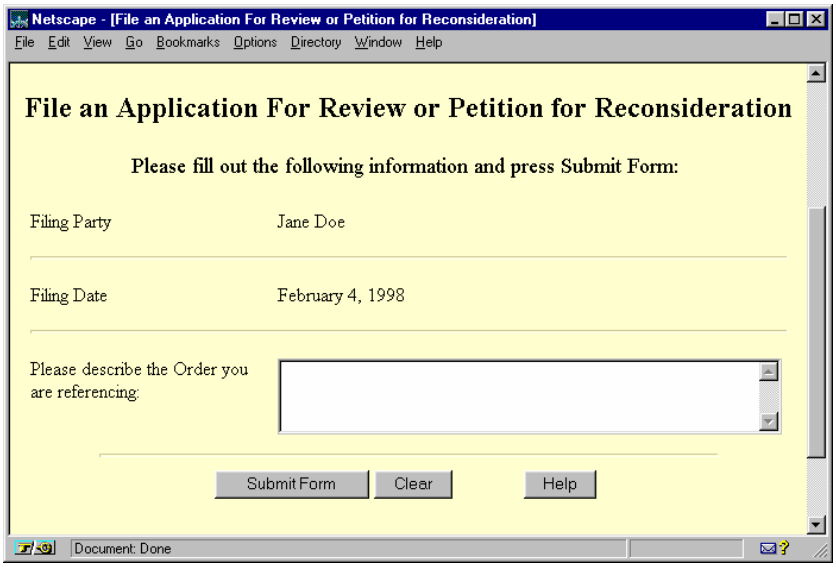


Figure 3-12 Application for Review/Reconsideration Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

To describe the Order you are referencing, type keywords into the text box. You can use a very specific description such as “FCC Order Number 7” or a very general description such as “Order that raised rates in College Park Maryland in 1995.”

To submit the information, click the “Submit Form” button. To erase what you have entered, click the “Clear” button. Click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

3.1.3.2 Petition for Declaratory Ruling

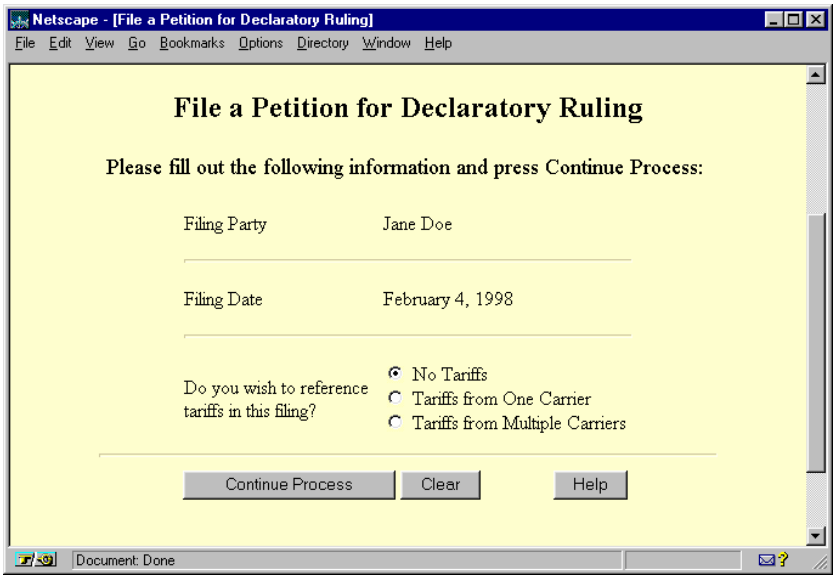


Figure 3-13 Petition for Declaratory Ruling Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you wish to refer to no tariffs, to tariffs from only one ILEC, or to tariffs from several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

3.1.3.2.1 Petition for Declaratory Ruling - No Tariffs

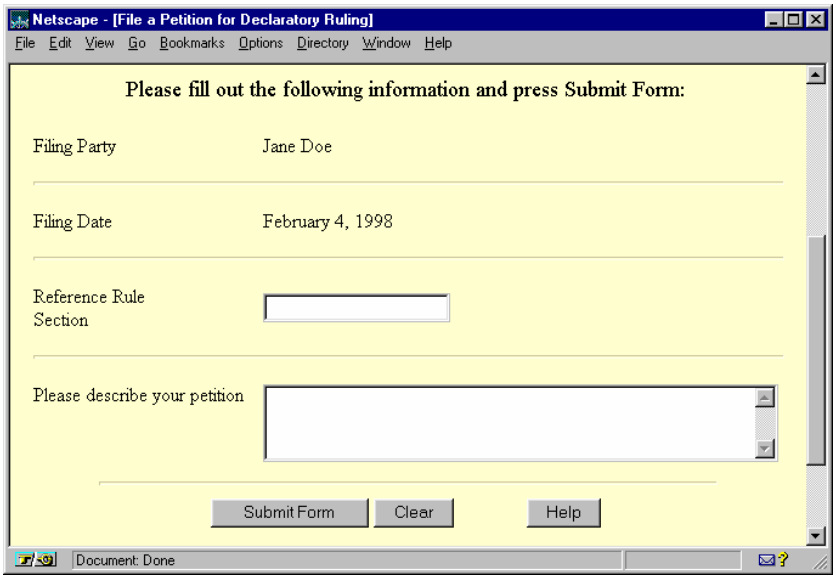


Figure 3-14 Petition for Declaratory Ruling – No Tariffs Screen

If you choose "No Tariffs," the system will open a page asking you to describe your petition. Type a short sentence such as "Petition to lower rates in rural West Virginia" and click "Submit Form." To erase what you have typed, click the "Clear" button. For more assistance, click the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 "Attaching Files."

3.1.3.2.2 Petition for Declaratory Ruling - Tariffs from One Carrier

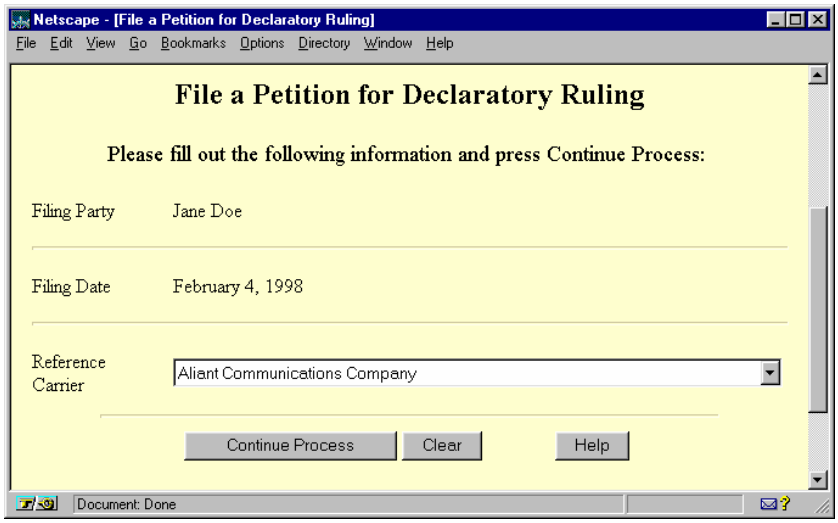


Figure 3-15 Petition for Declaratory Ruling – Tariffs from One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click the "Continue Process" button. To clear that selection, click the "Clear" button. Click the "Help" button for more assistance.

The next page will list all the tariffs filed by that ILEC and ask you to describe your petition.

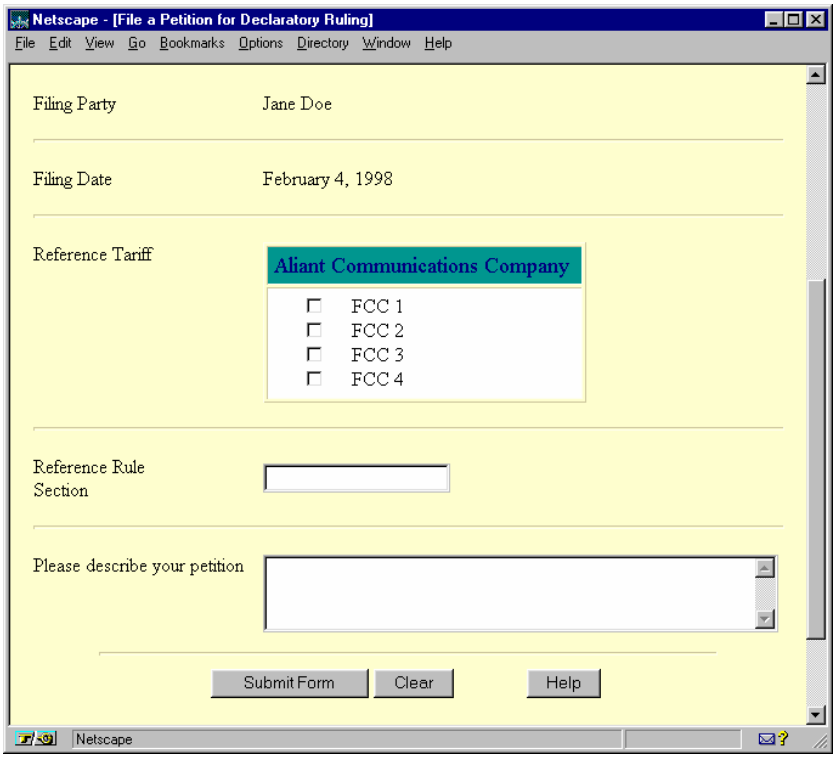


Figure 3-16 Petition for Declaratory Ruling – Tariffs from One Carrier Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Describe your petition with a short sentence, such as “Protest of rate increase in these tariffs” and click the “Submit Form” button. To erase what you have typed, click the “Clear” button. Click the “Help” button for more assistance.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

3.1.3.2.3 Petition for Declaratory Ruling - Tariffs from Multiple Carriers

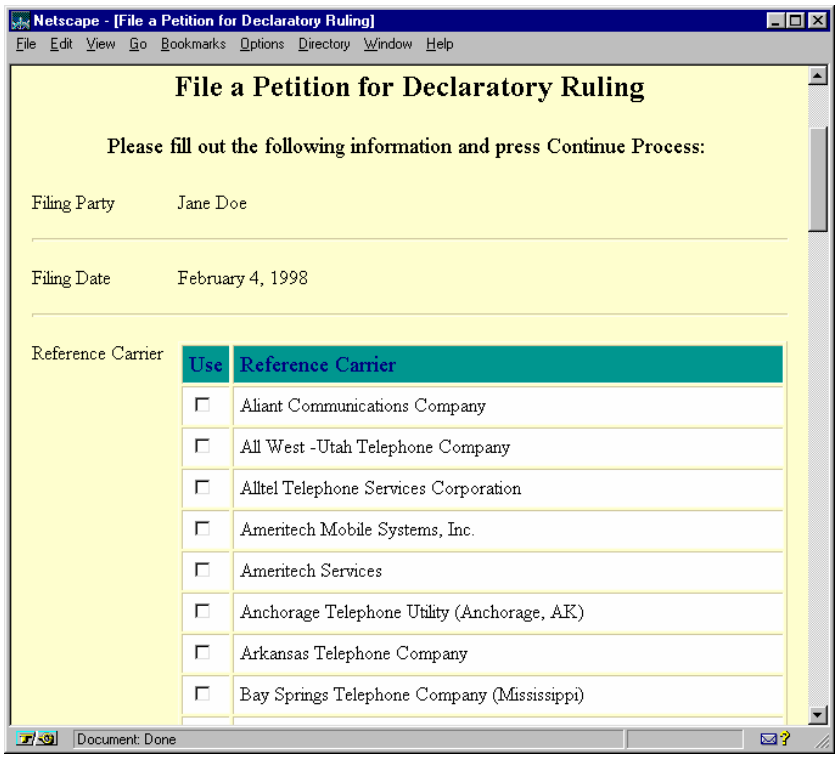


Figure 3-17 Petition for Declaratory Ruling – Tariffs from Multiple Carriers Screen

Select as many ILECs as necessary by clicking the check box next to the ILEC's name. Scroll to the bottom of the screen and click the "Continue Process" button.

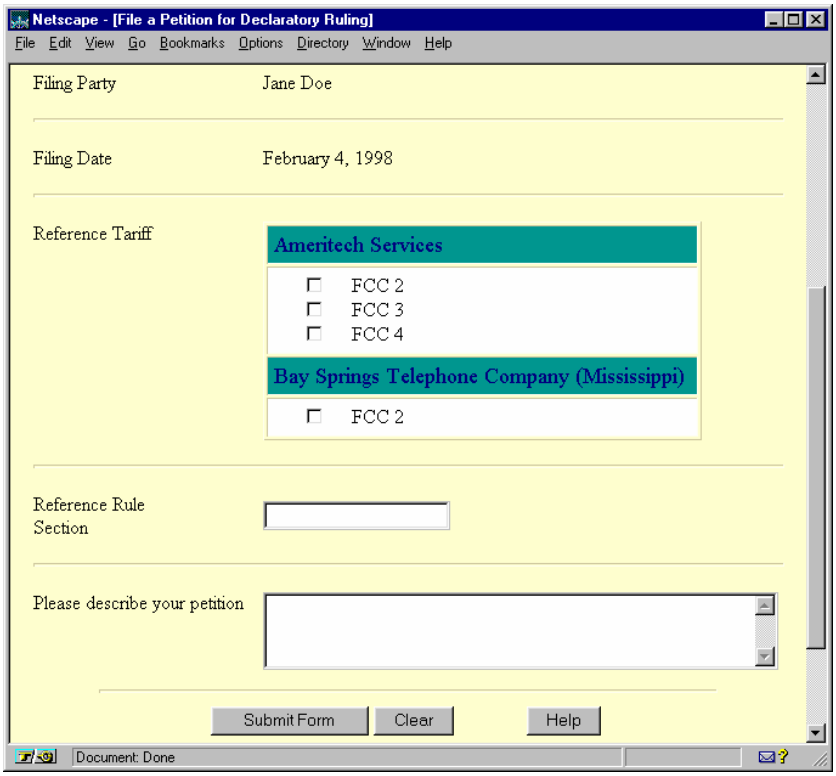


Figure 3-18 Petition for Declaratory Ruling – Multiple Carriers Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Describe your petition with a short sentence, such as "Protest of rate increase in these tariffs" and click "Submit Form." To erase what you have typed, click the "Clear" button. Click the "Help" button for more assistance.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 "Attaching Files."

3.1.3.3 Petition for Pricing Flexibility

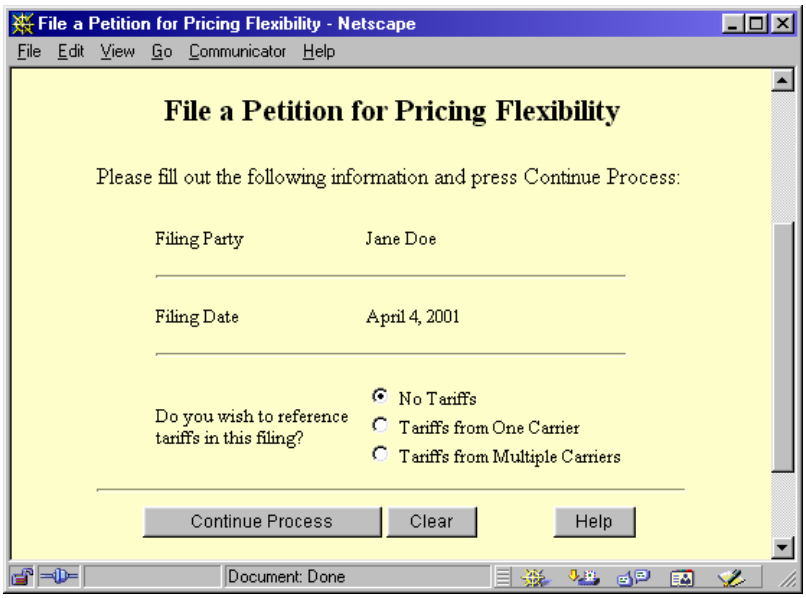


Figure 3-19 Petition for Pricing Flexibility Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to refer to no tariffs, tariffs from only one ILEC, or tariffs from several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

3.1.3.3.1 Petition for Pricing Flexibility - No Tariffs

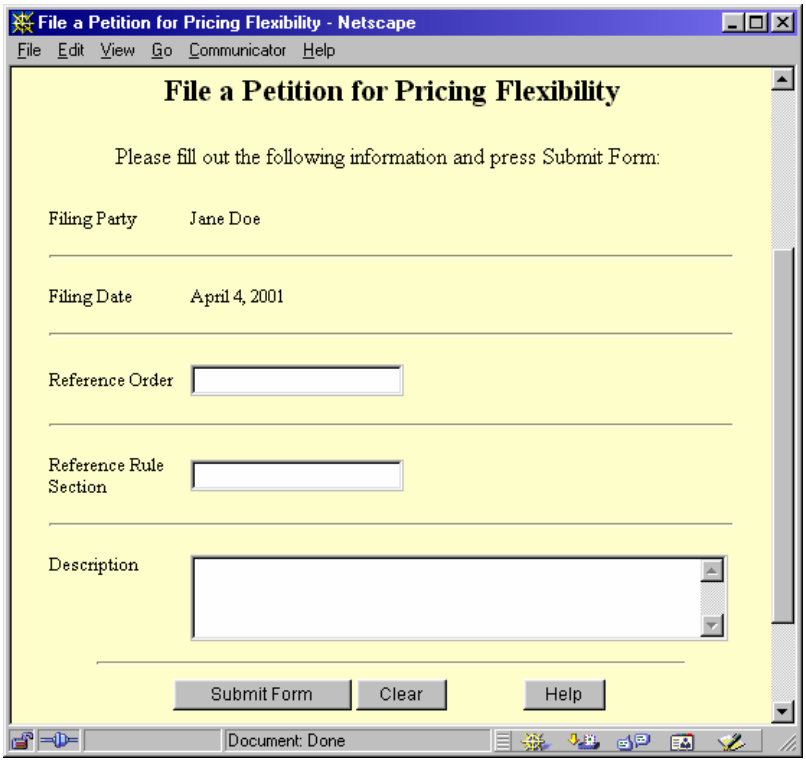


Figure 3-20 Petition for Pricing Flexibility – No Tariffs Screen

If you choose "No Tariffs," the system will open a page asking you to type the number of the FCC Order or Rule and the reason you are Petitioning. You must fill in either an Order or a Rule number. It is possible to put both an Order and a Rule.

When you have chosen, click the "Submit Form" button. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 "Attaching Files."

3.1.3.3.2 Petition for Pricing Flexibility - Tariffs from One Carrier

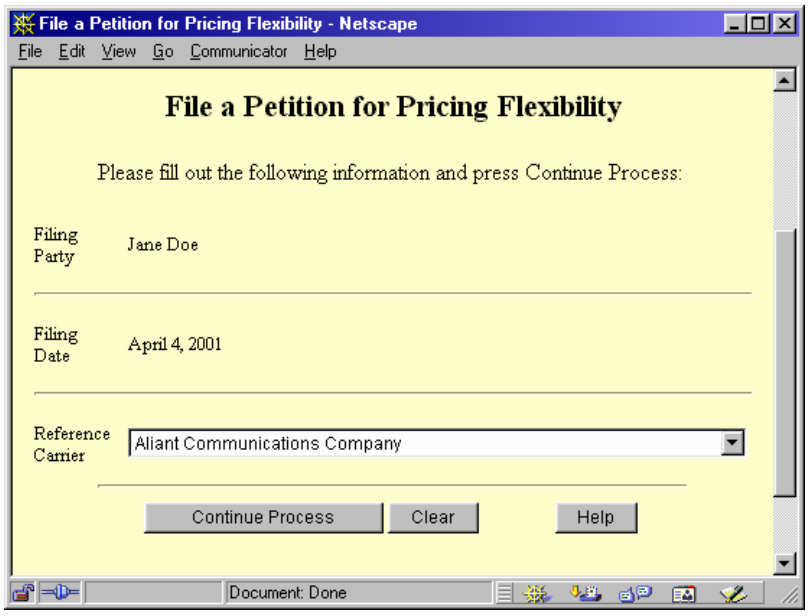


Figure 3-21 Petition for Pricing Flexibility – One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click the “Continue Process” button. To deselect that ILEC, click the “Clear” button. For more assistance, click the “Help” button.

The next page will list all the tariffs filed by that ILEC.

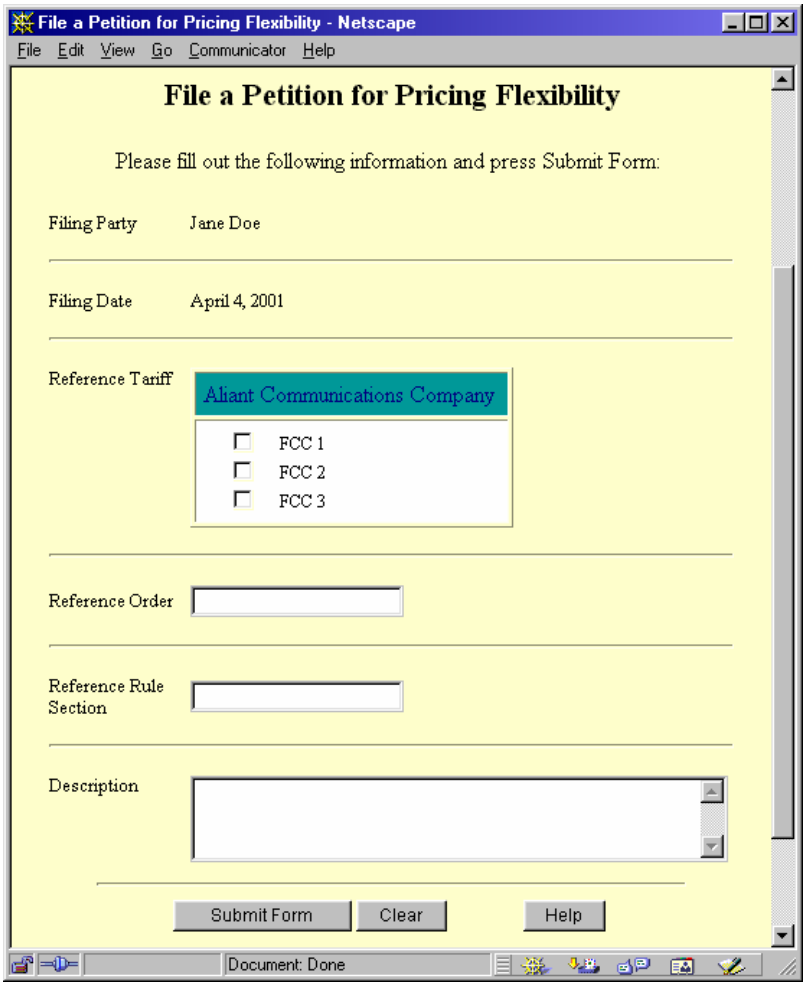


Figure 3-22 Petition for Pricing Flexibility – One Carrier Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, then click the "Submit Form" button. To erase the information you have entered, click the "Clear" button. Click the "Help" button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

3.1.3.3.3 Petition for Pricing Flexibility - Tariffs from Multiple Carriers

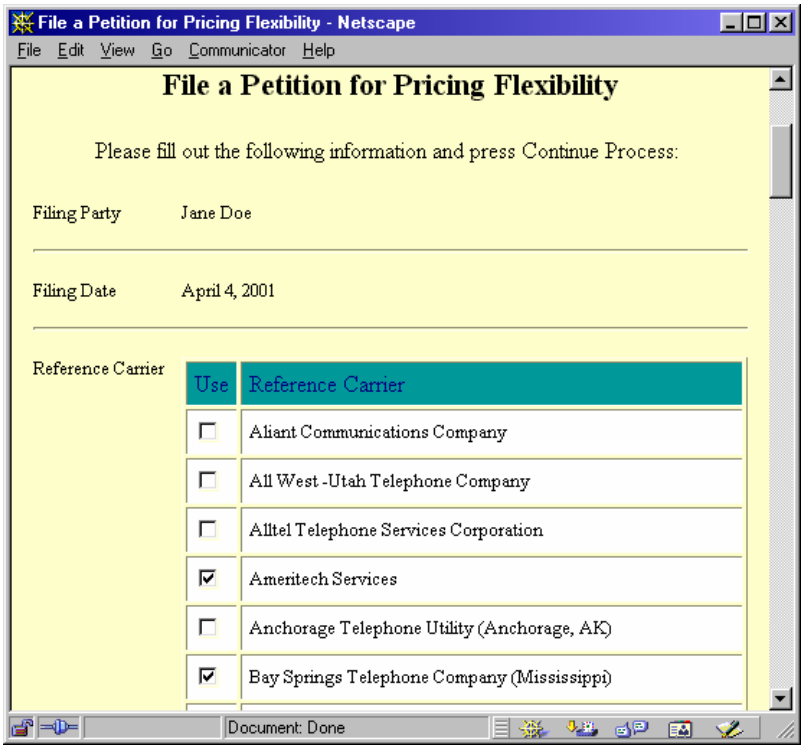


Figure 3-23 Petition for Pricing Flexibility – Multiple Carriers Screen

Select as many ILECs as necessary by clicking the check box next to the ILEC’s name. Scroll to the bottom of the screen and click “Continue Process.”

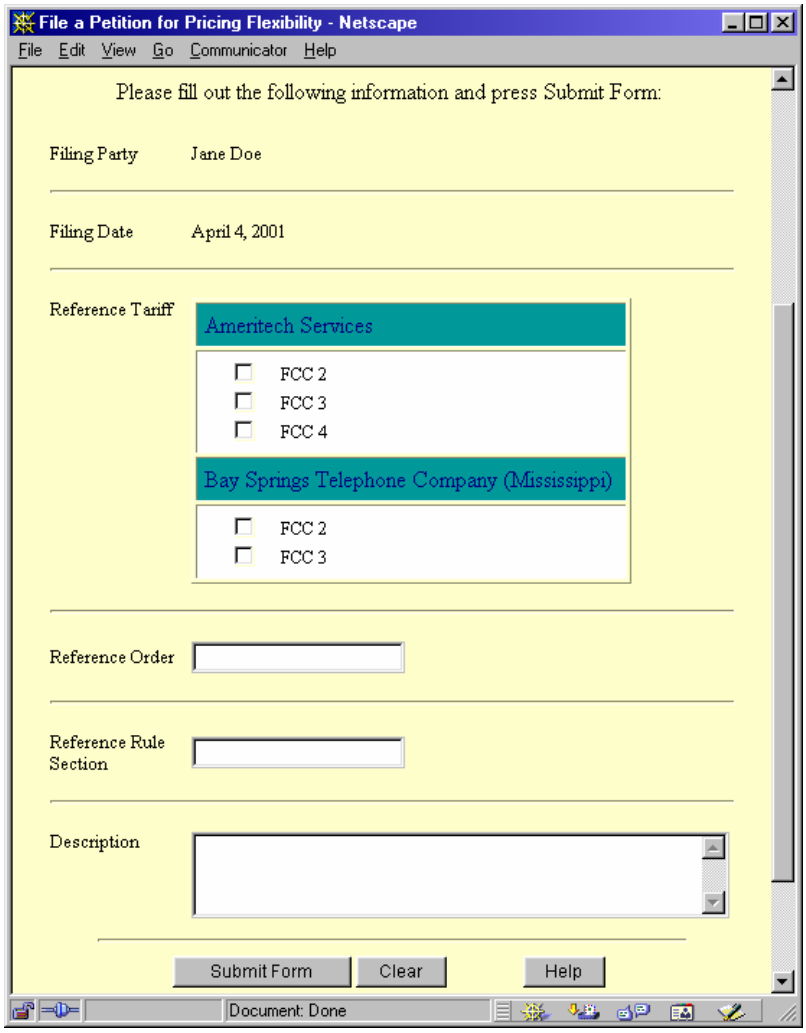


Figure 3-24 Petition for Pricing Flexibility – Multiple Carriers Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, and describe your petition with a short sentence, then click the "Submit Form" button. To erase what you have chosen, click the "Clear" button. For more assistance, click the "Help" button.

3.1.3.4 Petition for Waiver

Figure 3-25 Petition for Waiver Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to refer to no tariffs, tariffs from only one ILEC, or tariffs from several ILECs.

When you have chosen, click the "Continue Process" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

3.1.3.4.1 Petition for Waiver - No Tariffs

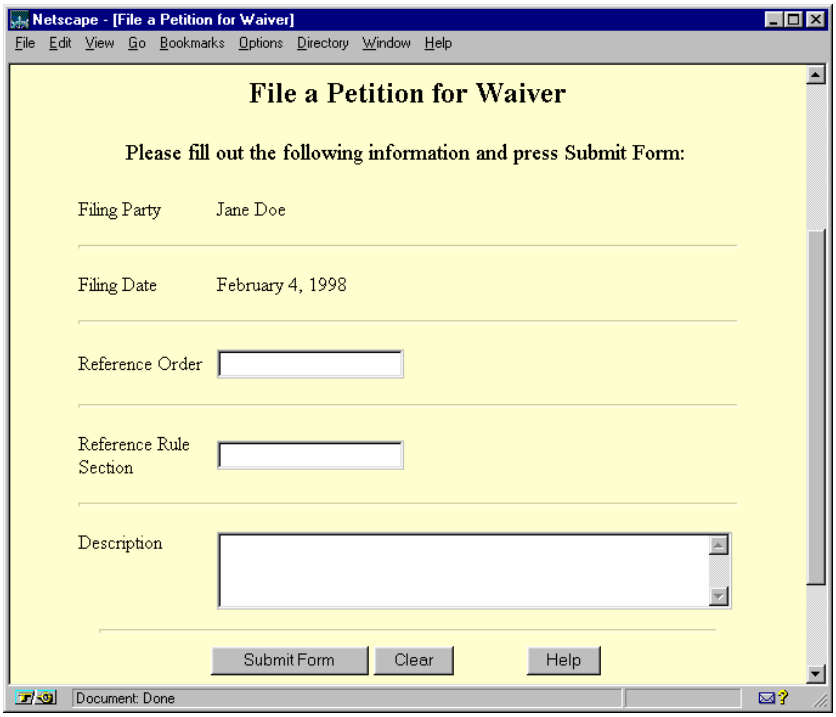


Figure 3-26 Petition for Waiver – No Tariffs Screen

If you choose "No Tariffs," the system will open a page asking you to type the number of the FCC Order or Rule and the reason you are requesting a Waiver. You must fill in either an Order or a Rule number. It is possible to put both an Order and a Rule.

When you have chosen, click the "Submit Form" button. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 "Attaching Files."

3.1.3.4.2 Petition for Waiver - Tariffs from One Carrier

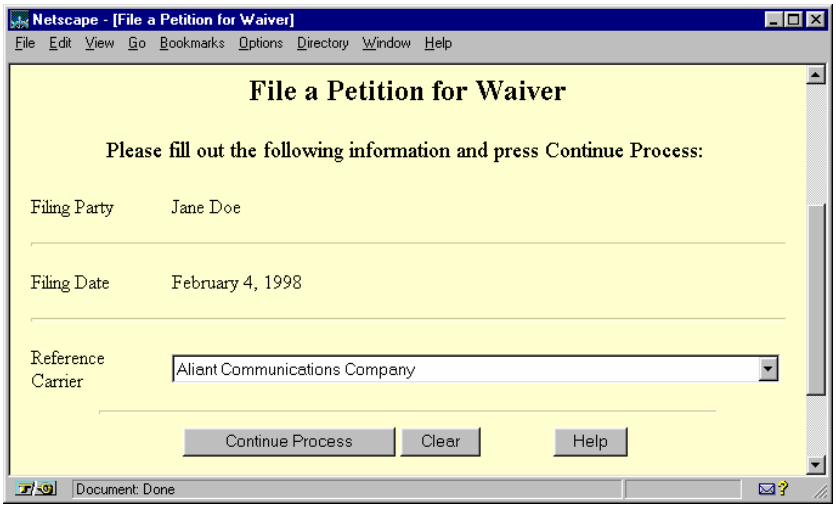


Figure 3-27 Petition for Waiver – One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click the "Continue Process" button. To deselect that ILEC, click the "Clear" button. For more assistance, click the "Help" button.

The next page will list all the tariffs filed by that ILEC.

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, such as "Waive rate increase for this Order" then click the "Submit Form" button. To erase the information you have entered, click the "Clear" button. Click the "Help" button for more assistance.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 "Attaching Files."

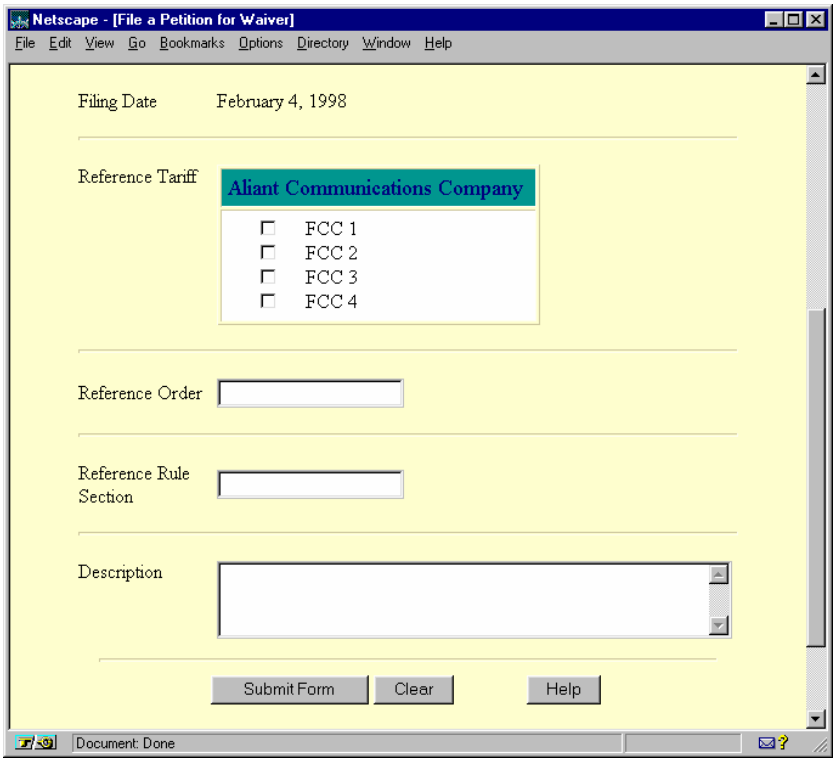


Figure 3-28 Petition for Waiver – One Carrier Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, such as “Waive rate increase for this Order” then click the “Submit Form” button. To erase the information you have entered, click the “Clear” button. Click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

3.1.3.4.3 Petition for Waiver - Tariffs from Multiple Carriers

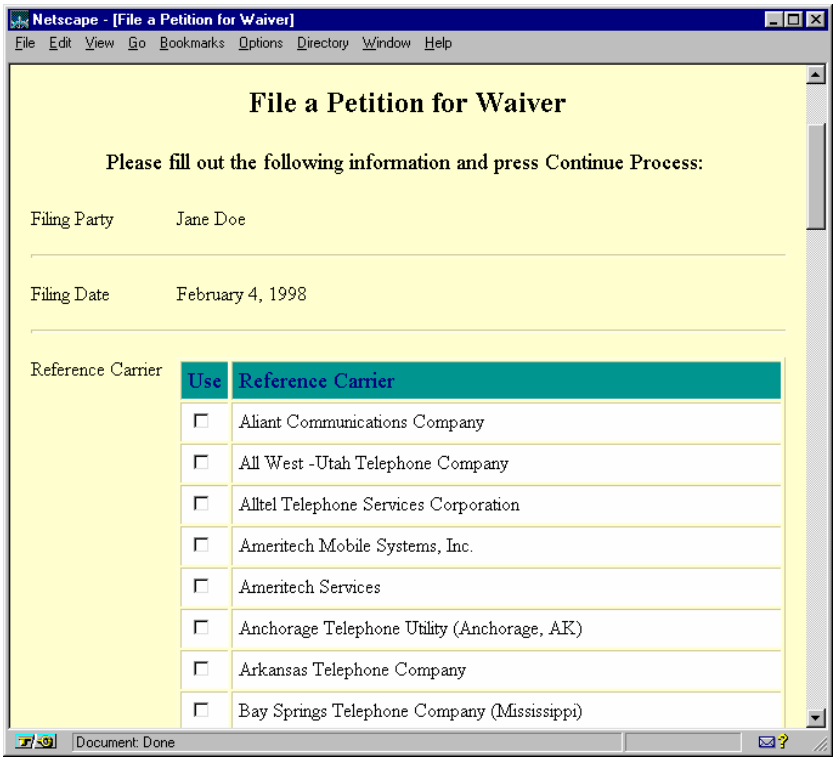


Figure 3-29 Petition for Waiver – Multiple Carriers Screen

Select as many ILECs as necessary by clicking the check box next to the ILEC's name. Scroll to the bottom of the screen and click "Continue Process."

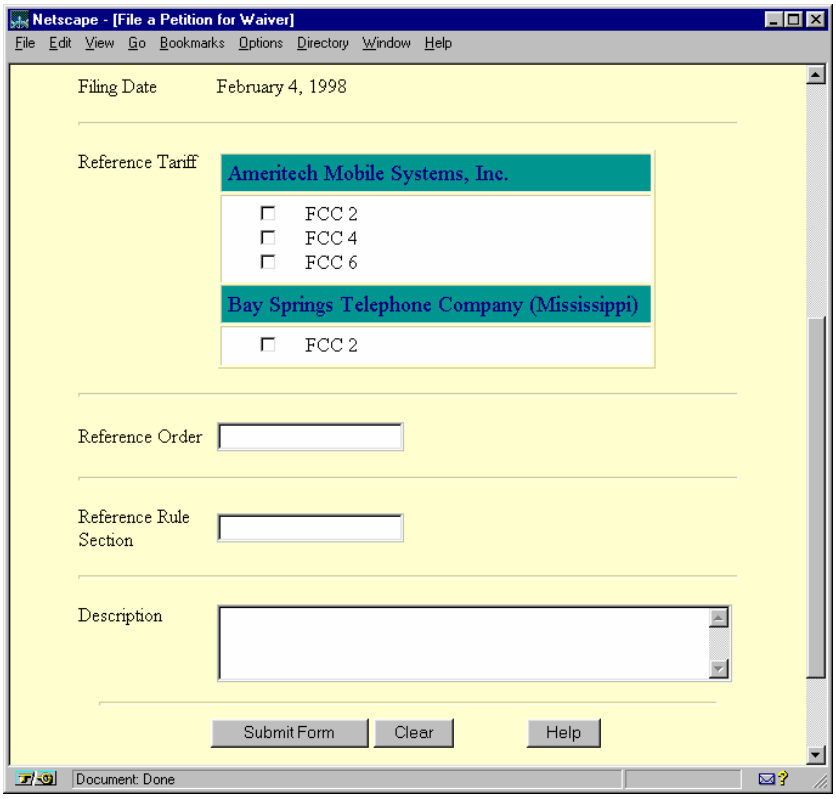


Figure 3-30 Petition for Waiver – Multiple Carriers Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, such as “Waive rate increase for this Order” then click the “Submit Form” button. To erase what you have chosen, click the “Clear” button. For more assistance, click the “Help” button.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

3.1.3.5 Petition/Comment Against Other Documents

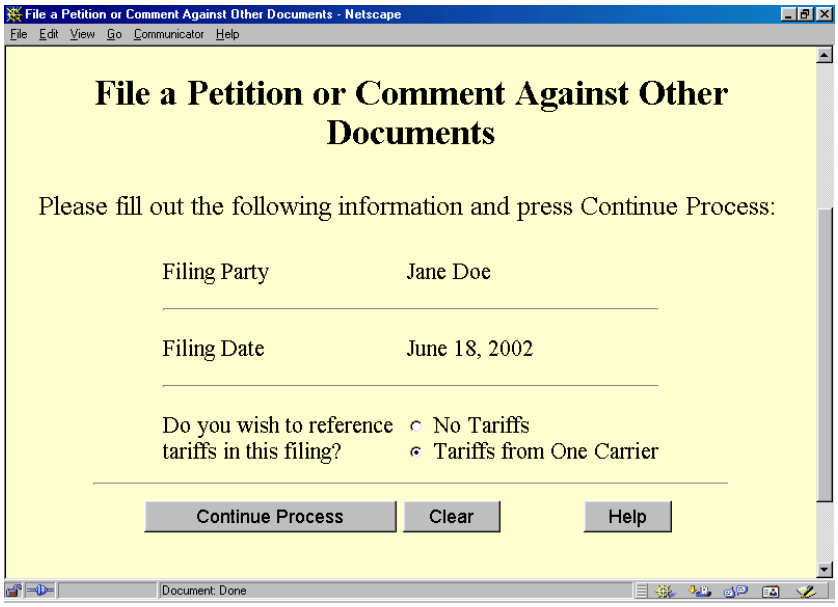


Figure 3-31 Petition/Comment Against Other Documents Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you wish to refer to no tariffs or to tariffs from only one ILEC.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

3.1.3.5.1 Petition/Comment Against Other Documents – No Tariffs

Figure 3-32 Petition/Comment Against Other Documents Screen 2

Type in a Reference Identification Number and describe your petition or comment with a short sentence, then click the "Submit Form" button. To erase what you have chosen, click the "Clear" button. For more assistance, click the "Help" button.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 "Attaching Files."

3.1.3.5.2 Petition/Comment Against Other Documents – Tariffs from One Carrier

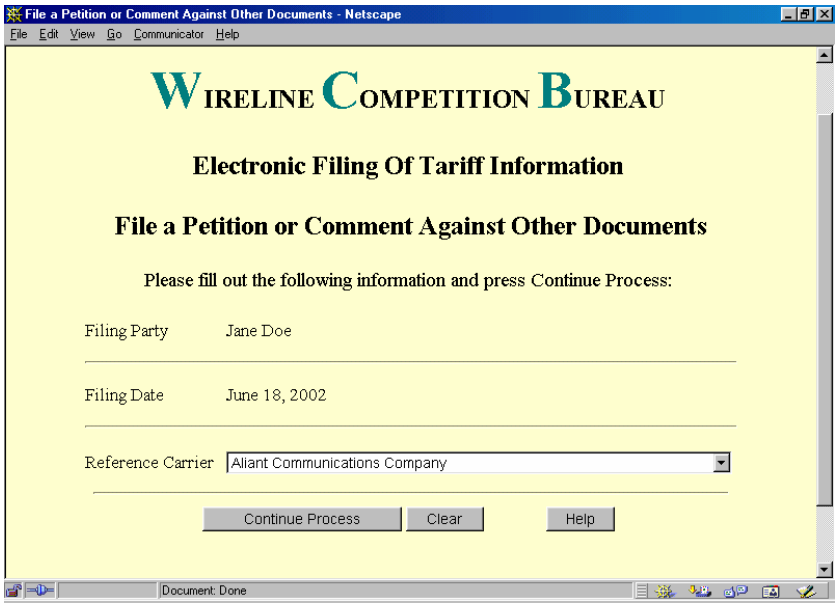


Figure 3-33 Petition/Comment Against Other Documents – One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, then click the "Continue Process" button. To deselect that ILEC, click the "Clear" button. For more assistance, click the "Help" button.

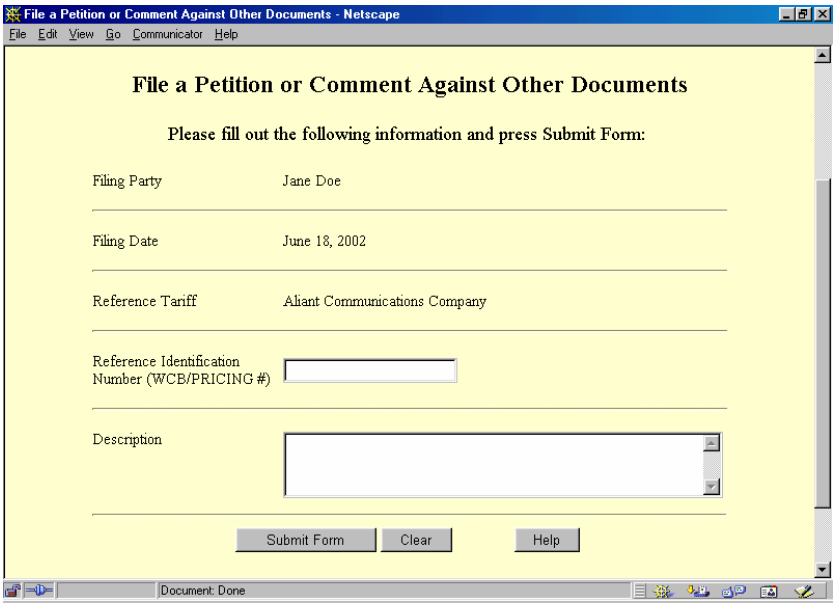


Figure 3-34 Petition/Comment Against Other Documents – One Carrier Screen 2

Type in a Reference Identification Number and describe your petition or comment with a short sentence, then click the "Submit Form" button. To erase what you have chosen, click the "Clear" button. For more assistance, click the "Help" button.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 "Attaching Files."

3.1.3.6 Petition/Comment Against a Tariff

Figure 3-35 Petition/Comment Against a Tariff Screen

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you wish to refer to tariffs from only one ILEC, or tariffs filed by several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

3.1.3.6.1 Petition/Comment Against a Tariff - Tariffs from One Carrier

Figure 3-36 Petition/Comment Against a Tariff – One Carrier Screen

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click "Continue Process." The next page will list all the tariffs filed by that ILEC and ask you to describe your petition.

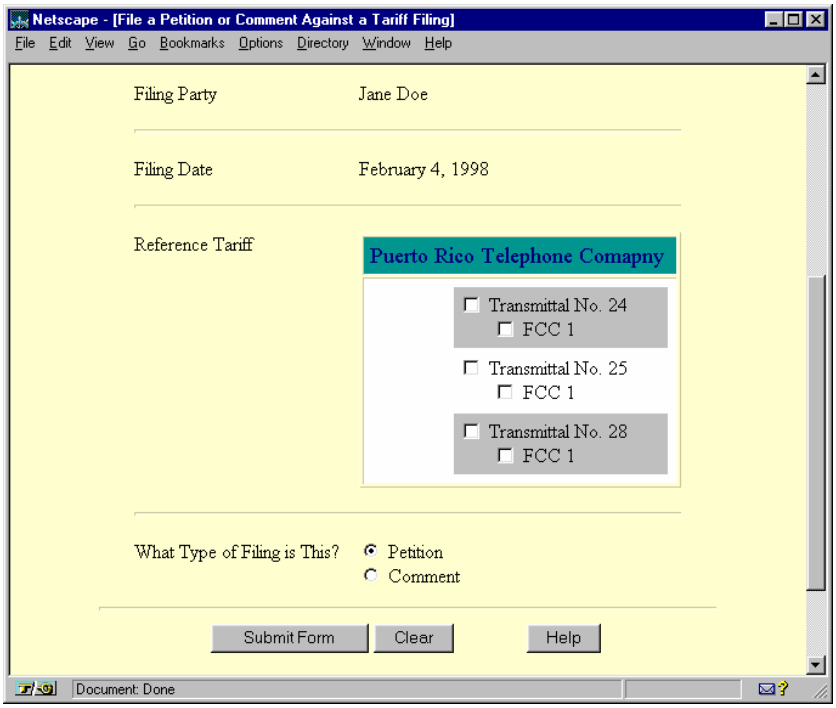


Figure 3-37 Petition/Comment Against a Tariff – One Carrier Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number. Choose a filing type by clicking the radio button next to Petition or Comment.

When you have chosen, click the "Submit Form" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

Next the system will prompt you to attach files to your petition or comment. See Section 3.2 "Attaching Files."

3.1.3.6.2 Petition/Comment Against a Tariff - Tariffs from Multiple Carriers

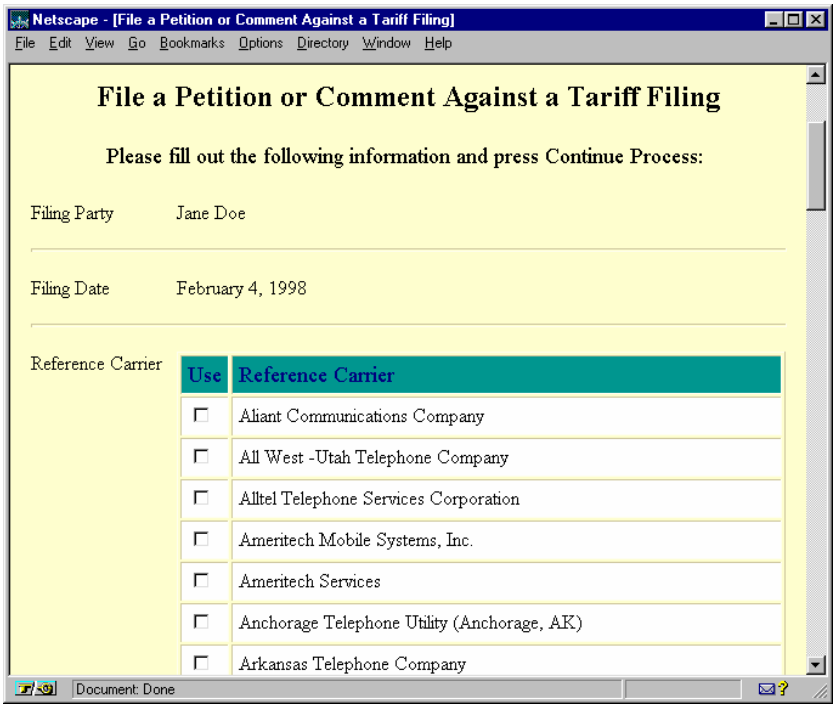


Figure 3-38 Petition/Comment Against a Tariff – Multiple Carriers Screen

Select as many ILECs as necessary by clicking the check box next to the ILEC's name. Scroll to the bottom of the screen and click "Continue Process."

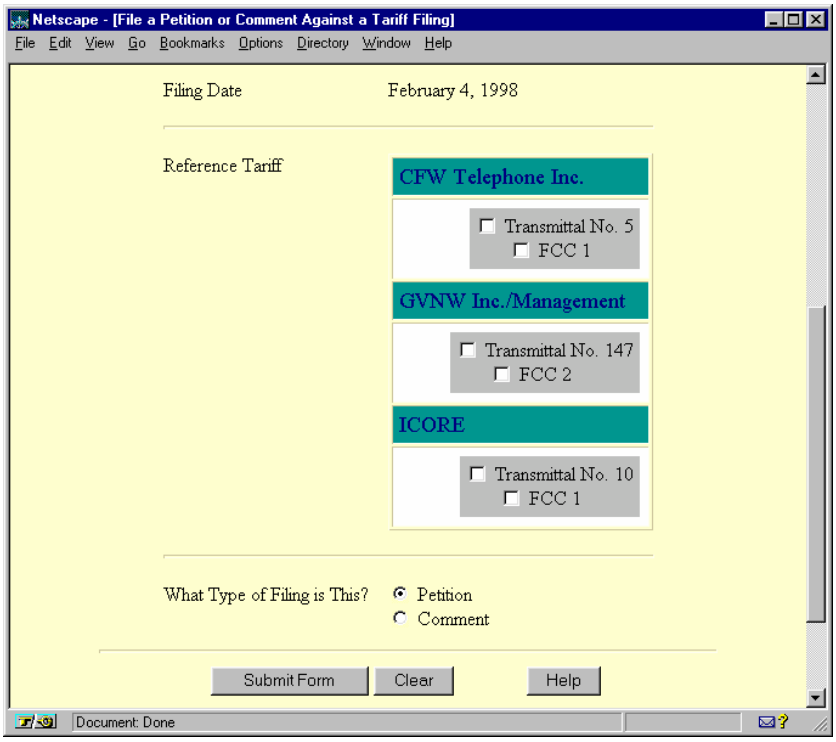


Figure 3-39 Petition/Comment Against a Tariff – Multiple Carriers Screen 2

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number. Choose a filing type by clicking the radio button next to Petition or Comment.

When you have chosen, click the "Submit Form" button. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

Next the system will prompt you to attach files to your petition or comment. See Section 3.2 "Attaching Files."

3.2 Attaching Files

After you have prepared your information for the FCC, you will be prompted to attach files to your submission. These files are supporting documents that you have created on your own computer.

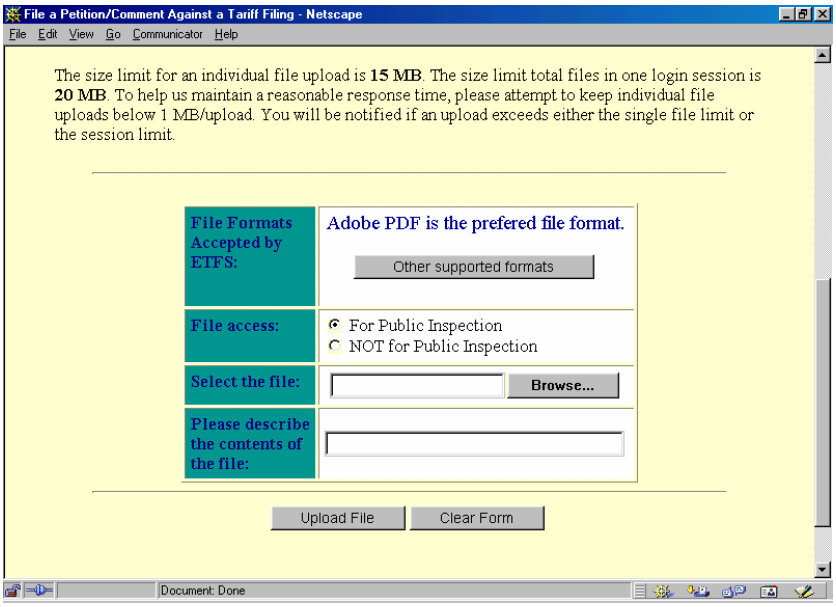


Figure 3-40 File a Submission - Attaching Files Screen

To choose a file, click the Browse button. A screen showing the directories on your computer will appear. Scroll through your directories until you find the file you want to attach. Double click on the file name, then click "Open." The file name will appear in the text box on the File Submission page.

Next, choose a file format from the pop-up menu. You can attach files in five formats:

- Adobe PDF (.PDF)
- Microsoft Excel (.XLS)
- Microsoft Word (.DOC)
- WordPerfect (.WPD)
- Text, also called ASCII (.TXT)
- Lotus 1-2-3 (.WK1)

When you have entered all the information, click the "Upload File" button. If you want to change any information, click the "Clear Form" button to erase what you have entered.

After you click the "Upload File" button, you will get a notice that ETFS has received your file.

THIS DOES NOT COMPLETE THE FILING!

Occasionally due to high system demand, the system's resources become temporarily consumed. If the file upload should time-out during this step, click on the "Back" button and choose "Upload File" again. The operation is successful when you receive the File Received screen as shown below.

When finished uploading your supporting documents, click the "View List of Attachments" button to review your submissions.

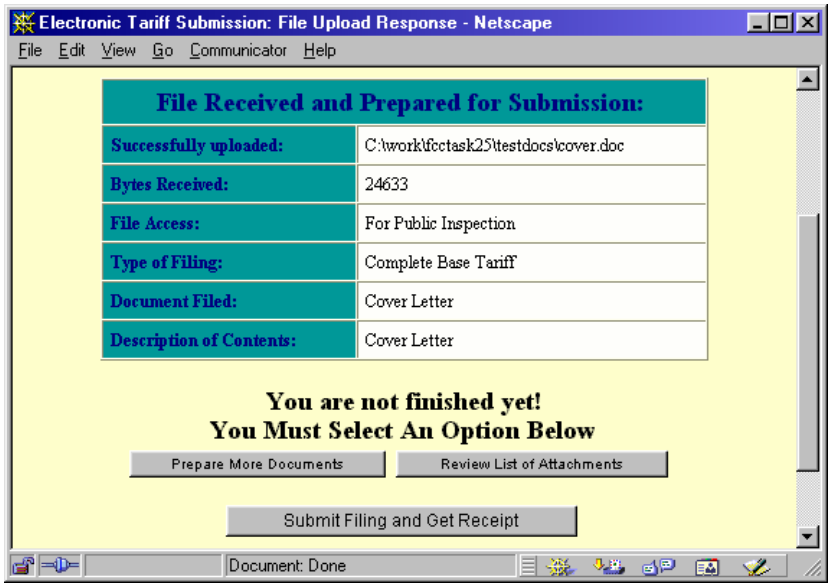


Figure 3-41 File Upload Response Screen

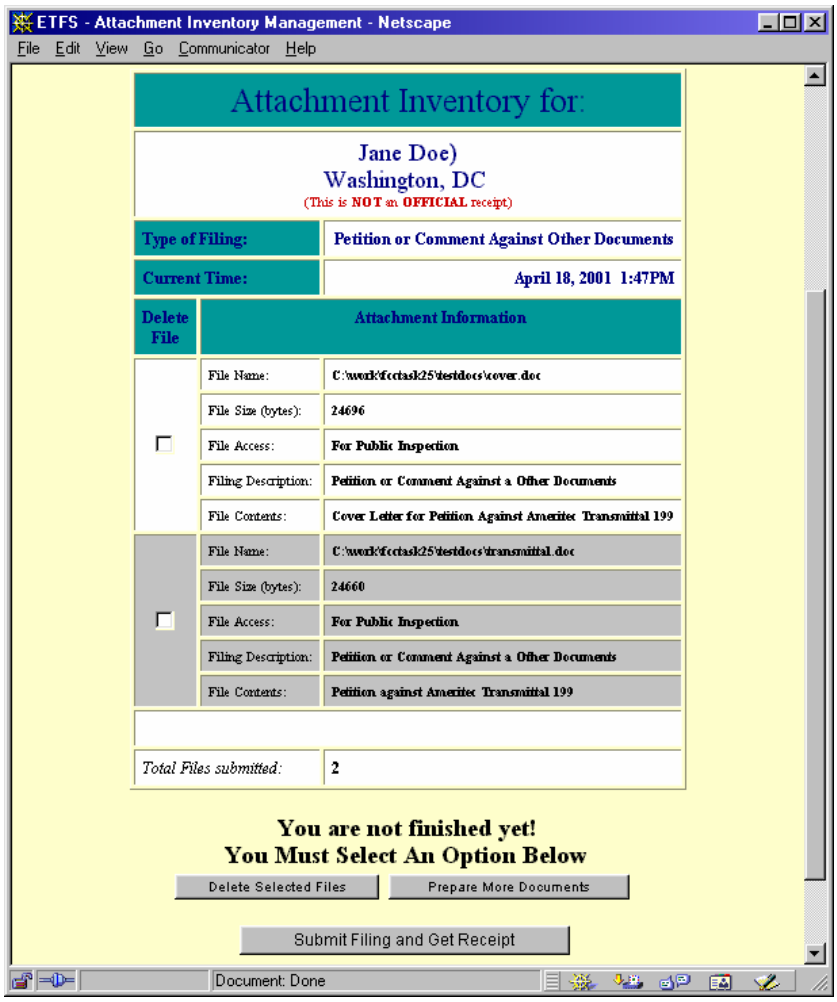


Figure 3-42 Attachment Inventory Screen

You now have the option of deleting any erroneous documents, preparing more documents or submitting the filing.

If you click the "Upload More Documents" button, you will be returned to the File Attachment page.

3.3 Submitting the Filing

If you click the "Submit Filing and Get Receipt" button, ETFS will print an electronic receipt for you.

Figure 3-43 Electronic Filing Receipt Screen

To make a printed copy of this page for your records, use the “Print” button of your browser.

If you would like to continue to work with the Electronic Tariff Filing System, click the “Return to Main Menu” button, which will take you back to the main Public Access page.

4 Troubleshooting

There are a few common problems and errors which filers may encounter. If you experience difficulty using ETFS, please look through the following section for your problem. If you still need assistance, please call the ETFS Hotline at 202-418-7700.

Message	Possible cause	What to do?
"Unauthorized Access! Authorization is required to access this area."	You may have neglected to enter your Login ID and Password.	Return to the previous page and enter your Login ID and Password.
"Unauthorized Access! A valid Login ID was not provided."	You may have mistyped your Login ID and Password.	Return to the previous page and retype your Login ID and Password.
"The FCC Registration Number and/or Password entered is invalid."	You may have mistyped your FRN and/or FRN Password.	Return to the previous page and retype your FRN and FRN Password.
"Data Error" followed by additional information.	You have not entered all the information required on the previous page(s).	Note the data item(s) listed in the message, return to the previous page(s) and enter the missing information.
Server Error!	This is a rare occurrence and means there is a problem with how ETFS is processing your filing.	Call the ETFS hotline at 202-418-7700.
Not Found	This is a rare occurrence and means there is a problem with how ETFS is directing your browser to the next "page."	Call the ETFS hotline at 202-418-7700.
Failed to connect to server.	Your browser cannot find ETFS on the Web.	Call the ETFS hotline at 202-418-7700.

5 GLOSSARY

attach	To link two electronic files together, usually used to describe a text file linked to an e-mail message.
browser	The special software used to read Web pages.
button	An area of a Web page where you can click to make the computer perform an action.
byte	The smallest unit of computer storage, equal to one character of type.
check box	A small box on an interactive form which you can use to select at least one option.
click	To put the cursor over an area of the screen and press the mouse button once.
directory	An area where information is stored in your computer. Also called a folder.
download	To copy a file from another computer onto your computer.
drop-down menu	A pre-typed list of options linked to a text field. Also, called a pop-up menu.
home page	The first page of a Web site. Also called a main page.
Internet	A worldwide network of computers offering assorted services, including e-mail, electronic chat, and World Wide Web access.
ISP	I(nternet) S(ervice) P(rovider) - a company that offers access to the Internet.
link	A point on one Web page that connects to another Web page.
menu	A list of commands or words that you can choose from by clicking on a word.
mirror site	A Web site that has exactly the same pages as the original. Mirror sites are created so that many people can access a popular Web site.
online	Connected to a computer. When a computer is "online" that means it is connected to the Internet.
plug-in	A small program that attaches or "plugs in" to a larger program and gives the larger program more capabilities.
pop-up menu	A pre-typed list of options linked to a text field. Also, called a drop-down menu.
radio button	A small round button on an interactive form allowing you to select only one option.
return link	A point on a Web page that reconnects you to a previous Web page.
scroll	To move through a document, often by clicking on arrows on the window or sliding a scroll box between two arrows.
text field	An area of an interactive form where you can type information directly into the form.
upload	To send a file from your computer to another computer.
URL	U(niform) R(esource) L(ocator) the code telling your browser where to find a Web page.
view	To look at a Web page.
Web Page	A single HTML file, containing text and graphics, viewable by a browser.
Web Site	A collection of interconnected Web pages on a single topic.
World Wide Web	An internet service that allows users to upload and view text files and pictures exactly as they were designed, like the pages of a book.

6 APPENDIX: WHAT YOU NEED TO USE THE ELECTRONIC TARIFF FILING SYSTEM

To use the Electronic Tariff Filing System (ETFS) you need:

- A PC, Mac, or other internet enabled device capable of browsing the World Wide Web (Web).
- Access to the World Wide Web (WWW) through an Internet Service Provider (ISP).
- Web Browser software. ETFS is tested on Netscape and Internet Explorer.
- Adobe Acrobat Reader (required to view and print ETFS documents).

6.1 The World Wide Web

The World Wide Web, also called the Web or WWW, is one of the services available on the Internet. Web pages are files of text and pictures that can be seen through a Web browser, which is a special computer program that displays these files. Collections of interlinked Web pages are called Web sites.

Many Web pages are interactive, allowing their readers control what they see. A user types information into an interactive form on a Web page, then an application searches a database for that information and creates a new Web page that shows the results of the search. The FCC Web site is connected to a database that lets users look up tariff filings and associated information.

In order to get on the World Wide Web, you need access to the Internet. The simplest way of getting to the Internet is to subscribe to an Internet Service Provider.

6.2 Internet Service Providers (ISPs)

Internet Service Providers offer different levels of Internet access. Some provide only a few Internet services, such as e-mail. Others provide access to all Internet services, plus extra members-only benefits for their subscribers.

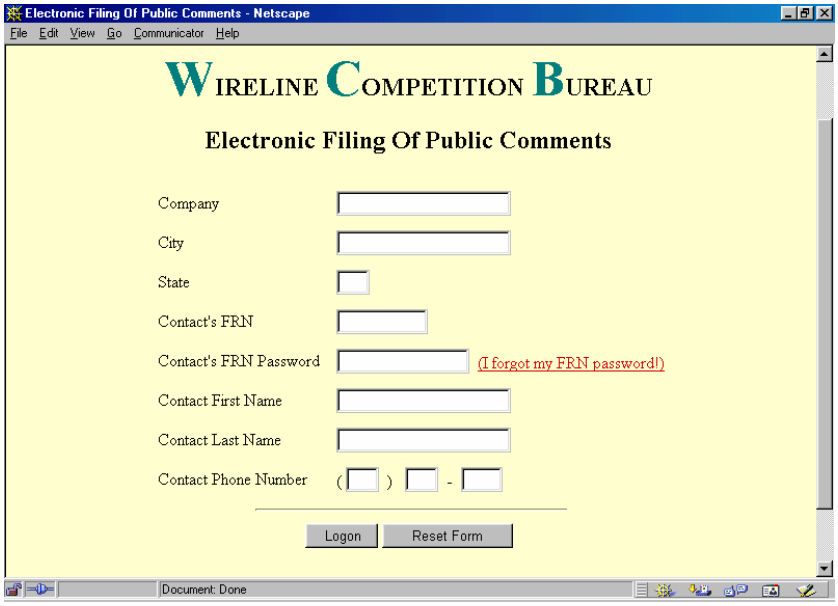
To get to the FCC Web site, you need to join an ISP that offers “Web access.” This means that the ISP software includes a browser program. Different browsers have different capabilities. The FCC Web site is written so that it will work best in Netscape Navigator and is tested in Netscape 4.78. ETFS is also tested using Internet Explorer version 5.5. ETFS may appear differently in different browsers or browser versions, but will usually work in any browser that supports the standard Web language HTML 3.0 or above.

Your ISP will tell you if their software includes Netscape Navigator. If Navigator is not

provided by your ISP, ask if the ISP software is Netscape-compatible. If it is compatible, you can purchase or download a copy of Netscape Navigator and use it to access ETFS.

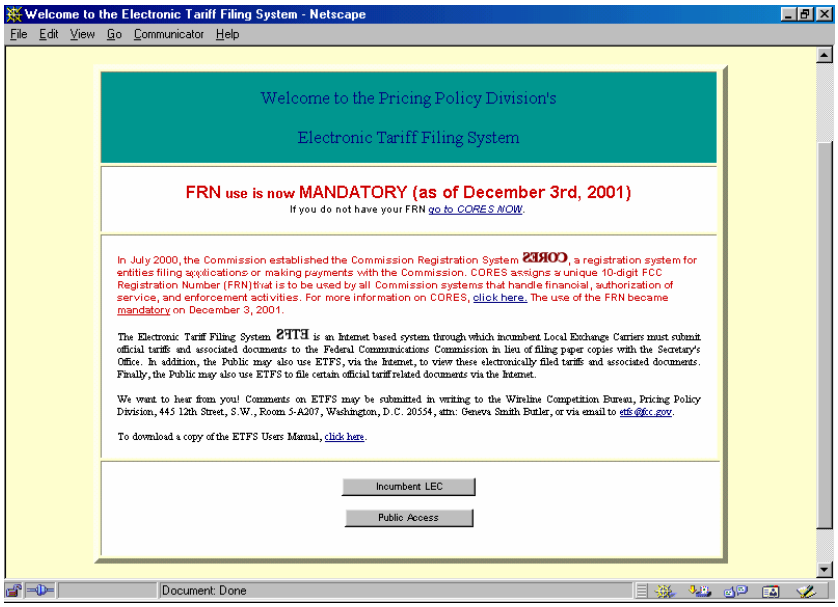
6.3 Using Online Interactive forms

In order to use the Electronic Tariff Filing System or download Netscape Navigator, you will need to understand the basic elements of online interactive forms. This is a sample form from the ETFS Web site.



All online interactive forms use the same tools: links, buttons, text fields, drop-down menus, radio buttons, and check boxes.

6.3.1 Links

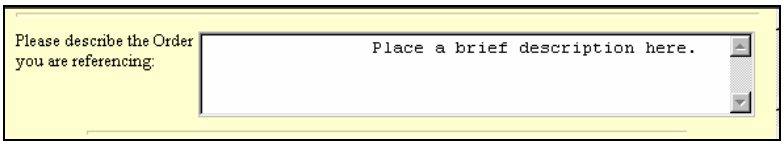


Links are words in the text of a Web page that "link" that spot to another Web page. Linked words are usually brightly colored and underlined. When your cursor rolls over a link it will turn into a hand with a pointing finger. To jump between links, put the cursor over the link and click the left mouse button once.

6.3.2 Buttons

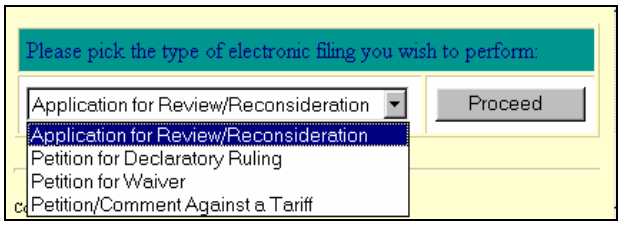
A button is a shortcut to a computer command, represented by a picture that looks like a three-dimensional button. Buttons can be used for Internet links, formatting instructions, and other commands. All interactive forms have a button that you click when you have finished entering information. Some forms also have a button that you can click to erase the data you just entered, in case you want to change that information.

6.3.3 Text fields



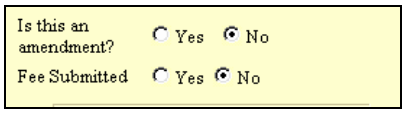
Text fields (also called text boxes) are areas where you type information. On this page, you would describe your document by typing in words that you expect to find in the document, such as “tariff” or “rates.”

6.3.4 Drop-Down menus



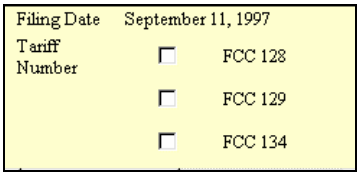
Some text fields have a list of terms already attached to them; instead of typing in a word, you pick the word you want from the list. To see the whole list, you click in the box or on the down arrow at the right end of the box. These are called drop-down or pop-up menus, because the list of terms drops or pops up when you click on the text box.

6.3.5 Radio buttons



Many forms also have small buttons or boxes you can click, such as these radio buttons. Radio buttons are usually round, and you can only select one at a time. If you click on a second radio button, the first one will be deselected. Think of radio stations - your radio can only play one at a time.

6.3.6 Check boxes



Some forms have check boxes instead of radio buttons. Check boxes are often square, and you can select as many as you want. They are like keys on a piano - you can play only one, but you can also play two or three at the same time to get a different sound. If you want to deselect a check box, click on it a second time.

To use a form, fill in all the appropriate boxes and fields, then press the "Submit" or "Go" button. The computer will do the rest, and soon you will see a new Web page with the information you wanted.

6.4 Using a Browser

This is an example of a Netscape browser window. Different browser windows will not look exactly like this, but the main elements of the window will be the same.

A browser window looks and acts like the window in any other program. At the top of the window is a menu bar. Below that is a button bar listing the most helpful program commands. To the right and bottom of the window are scroll bars that let you move to see portions of the document that are not currently displayed on the screen.

A browser window also has some unique features, such as the "Netsite" text box below the button bar and the status bar at the bottom of the window.

Every Web page has a unique code for an address. This code, called a URL (short for Universal Resource Locator) is displayed in the Netsite text box. To go to a new page, type its URL in the Netsite box and either press the Return key on your keyboard or click on the N logo to the right of the Netsite box.

As the browser works, the status bar at the bottom of the window will flash several messages, including:

- "Contacting" Your browser is looking for the requested Web page.

- ? "Reading File" The page has been located and is being downloaded to your computer.
- ? "Transferring file" Information such as artwork is being added to the Web page.

- ? "Document: Done" All the elements of the Web page have been downloaded to your computer.

Many Web pages are larger than just one screen of text or pictures. Use the scroll bars to be sure that you have seen the entire page.

There are two ways of keeping a copy of the page that you are viewing. One is to open the File menu and choose "Save As." This will save the text of the page on your computer, but it will not save any of the pictures because pictures are separate files. To make a copy of both text and pictures, click the "Print" button. This will print the entire page, not just the portion you see on your screen.

6.5 Downloading Netscape Navigator

ETFS relies on special codes in the Netscape Navigator browser to function properly. Although the system has been tested using Internet Explorer, Navigator is the recommended browser. Netscape Navigator is available in software stores and on the Internet. You can use any browser software to find and download Navigator from the Internet.

To download a copy of Netscape Navigator from the Internet, open the browser you currently have and type in this URL:

```
home.netscape.com/download
```

Click on the link "Netscape Navigator" or select one of the other versions of Netscape. Read and follow all instructions as the page leads you through the download and installation process.

6.6 Downloading Adobe Acrobat Reader

To effectively view documents in the Electronic Tariff Filing System (ETFS), you must have the Adobe Acrobat reader. This program reads .PDF files and is available at no cost from the Adobe Web site. To view ETFS documents online, you must have the Adobe Acrobat plug-in for your browser software.

To download the Adobe Acrobat reader from the Adobe Web site. Type in this URL:

```
www.adobe.com/products/acrobat/readstep2.html
```

Read and follow all instructions as the page leads you through the download and installation process.